

EEO Utilization Report

Organization Information

Name: County Of Colusa

City: Colusa

State: CA

Zip: 95932

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

Colusa County Code Chapter 45:

45-2 Colusa County is an equal opportunity employer.

45.2.1 The county provides equal employment opportunity in all phases and aspects of employment including, but not limited to, recruitment, selection, placement, transfer, training and development, promotion, demotion, compensation, benefits, layoff and termination, and in all privileges of employment.

45.2.2 Colusa County will not in its employment decisions refer to non-job-related factors including but not limited to membership in, the perception of membership in, or association with a member in a protected class: age, race, sex, color, national origin, national ancestry, physical or mental disability, medical condition, religion, creed, marital status, sexual orientation, gender identification or any other protected class or characteristic established by any federal, state or local statutes, rules or regulations, except where age, sex, medical or mental condition is relevant as a bona fide occupational qualification for the position sought.

45.2.3 The phrase Colusa County is an Equal Opportunity Employer is to be included in all job announcements no matter where posted.

45.2.4 Each employee no matter his/her position within the county plays a role in enforcing this section. Each employee, as part of his/her job duties, is required to accord all applicants and co-employees equal treatment in word and deed without reference directly nor by implication to membership in the classes identified above.

45.2.5 The provisions of this section are enforced by the countys personnel director. Inquiries or complaints related to or concerning the application and enforcement of this chapter should be directed to the personnel department. (Ord. No. 723, (part); Ord. No. 735, (part); Ord. No. 761, § 2.)

Also See Attached Policy

Following File has been uploaded:Affirmative Action Policy.pdf

Step 4b: Narrative of Interpretation

In this report, the 2010 Labor Force Census data was used to determine the race/ethnicity and gender composition of the available workforce. The Human Resources Department reviewed the Utilization Analysis (comparing the County's workforce to the relevant labor market) and utilized the Department of Justice EEO online tool to identify the underutilization in the workforce categories by race/ethnicity and gender.

The utilization chart included with this report shows comparison categories and the percentage of utilization of the different gender and race/ethnic groups. Job categories where Colusa County employee representation is more than 8% below the relevant labor market are as follows:

Protective Services Sworn Black or African American Males (-13%)*
Protective Services -- Non-Sworn Hispanic Females (-78%)
Administrative Support White Males (-17%)* and Hispanic Males (-9%)*
Skilled Craft Hispanic Males (-32%)
Service Maintenance Hispanic Males (-27%)

*Ethnic groups where the employee representation is below the available workforce by more than two standard deviations.

It is observed that the underutilization percentage for Protective Services -- Non-Sworn job category appears extremely high for Hispanic females by the percent alone (-78%). It should be noted that the Civilian Labor Force data in the Census for the Protective Services Non-Sworn job category is unusual in that it is 100% Hispanic females and no other races or gender. The County's workforce has 4 Hispanic and 10 White females, and 2 Hispanic and 2 White males, which results in the -78% when compared to 100% Hispanic females. The County has still identified objectives and steps to increase the number of Hispanic female applicants for this job category.

Step 5: Objectives and Steps

1. To encourage White and Hispanic male applicants to apply for vacancies in the Administrative Support job category

- a. Human Resources will review the composition of the applicant pool for the vacancies in this category in the past six months and determine whether White or Hispanic male applicants were underrepresented.
- b. Human Resources will review the applicant flow data for the past six months for this category and determine whether any step in the selection process for these positions may have had an impact in screening out White or Hispanic males. If potential issues are identified, Human Resources will consider modifying the selection process.
- c. Human Resources will conduct a more detailed workforce analysis in the next 6 months to identify particular County Departments, offices or positions that represent the underutilization of White and/or Hispanic males in Administrative Support positions. Based on those results, as well as the other data collected, HR will consider creating additional recruitment action plans for implementation within the year.
- d. Human Resources will enhance outreach efforts that attempt to target White and Hispanic males in the Administrative Support category. Outreach efforts will include existing and additional outreach sources as follows:
 - i. We have started to post all job vacancies in the local county newspaper, the Williams Pioneer Review, a local paper that reaches the key population in Colusa County. The entry-level nature and pay for these types of positions supports a local focus for hiring. Increasing the advertising to the local population would appear to increase awareness to not just the underutilized groups, but all groups in the relevant labor market.
 - ii. We will share information about job vacancies with the City of Williams, Park and Recreation Department, located in Colusa County, since they have gender specific recreation programs such as mens soccer league, basketball, etc.
- e. All recruitments open to the public are posted at the local One Stop Program which services our most relevant labor market in Colusa County.

2. To encourage Hispanic female applicants to apply for vacancies in the Protective Services-Non-Sworn job category.

- a. Human Resources will review the composition of the applicant pool for the vacancies in this category in the past six months and determine whether Hispanic female applicants were underrepresented.
- b. Human Resources will review the applicant flow data for the past six months for this category and determine whether any step in the selection process for these positions may have had an impact in screening out Hispanic females. If potential issues are identified, Human Resources will consider modifying the selection process.
- c. Human Resources will conduct a more detailed workforce analysis in the next 6 months to identify particular County Departments, offices or positions that represent the underutilization of Hispanic females in Protective Services Non-Sworn positions. Based on those results, as well as the other data collected, HR will consider creating additional recruitment action plans for implementation within the year.
- d. Human Resources will enhance outreach efforts that attempt to target Hispanic females in the Protective Services-Non-Sworn job category. Outreach efforts will include existing and additional outreach sources as follows:
 - i. We are beginning to post all job vacancies in the local county newspaper, the Williams Pioneer Review, which reaches over 7,500 readers in print and 78,000 readers online each month. This reaches our most relevant labor market in Colusa County where over 60% of our workforce is from. The entry-level nature and pay for these types of positions supports a local focus for hiring.
- e. All recruitments open to the public are posted at the local One Stop Program which services our most relevant labor market in Colusa County.

3. To encourage Hispanic male applicants to apply for vacancies in the Skilled Craft and Service Maintenance job categories.

- a. Human Resources will review the composition of the applicant pool for the vacancies in this category in the past six months and determine whether Hispanic male applicants were underrepresented.
- b. Human Resources will review the applicant flow data for the past six months for this category and determine whether any step in the selection process for these positions may have had an impact in screening Hispanic males. If potential issues are identified, Human Resources will consider modifying its selection process.
- c. Human Resources will conduct a more detailed workforce analysis in the next 6 months to identify particular County Departments, offices or positions that represent the underutilization of Hispanic males in Skilled Craft and Service Maintenance positions. Based on those results, as well as the other data collected, HR will consider creating additional recruitment action plans for implementation within the year.
- d. Human Resources will enhance outreach efforts that attempt to target Hispanic males in the Skilled Craft and Service Maintenance job categories. Outreach efforts will include existing and additional outreach sources as follows:
 - i. We have started to post all job vacancies in the local county newspaper, the Williams Pioneer Review, a local paper that reaches the key population in Colusa County. The entry-level nature and pay for these types of positions supports a local focus for hiring. Increasing the advertising to the local population would appear to increase awareness to not just the underutilized groups, but all groups in the relevant labor market.
 - ii. We will share information about job vacancies with the City of Williams Park and Recreation Department, located in Colusa County, since they have gender specific recreation programs such as mens soccer league, basketball, etc.
- e. All recruitments open to the public will continue to be posted at the local One Stop Program which services our most relevant labor market in Colusa County.

4. To encourage Black or African American male applicants to apply for vacancies in the Protective Services-Sworn job category.

- a. Human Resources will review the applicant flow data for the past six months for this category and determine whether any step in the selection process for these positions may have had an impact in screening out Black or African American males. If potential issues are identified, Human Resources will consider modifying the selection process.
- b. Human Resources will conduct a more detailed workforce analysis in the next 6 months to identify particular County Departments, offices or positions that represent the underutilization of African American males in Protective Services-Sworn positions. Based on those results, as well as the other data collected, HR will consider creating additional recruitment action plans for implementation within the year.

c. Human Resources will enhance outreach efforts that attempt to target Black or African American males in the Protective Services-Sworn job category. Outreach efforts will include existing and additional outreach sources as follows:

i. Recruitment efforts will include posting our jobs at area colleges and universities with a diverse student population (i.e. CSU Sacramento, CSU Chico, UC Davis). Colusa County job opportunities are not only posted at Career Centers but are also distributed to appropriate academic departments at each university for more exposure.

ii. We will contact and share recruitment information with organizations that provide service to our target recruitment group. Some organizations identified are listed below:

Sacramento State Black Alumni

Sacramento State Criminal Justice Alumni

The Educational Opportunity Program (EOP) at Sacramento and Chico State

d. iii. Recruitment efforts will continue to include those with academies that offer POST-certified basic law enforcement training (i.e. Butte College and Yuba College).

iv. All recruitments open to the public are posted at the local One Stop Program which services our most relevant labor market in Colusa County.

v. In addition to other relevant advertising sources, we have started posting all job vacancies on the local county newspaper, the Williams Pioneer Review, which reaches over 7,500 readers in print and 78,000 readers online each month. This reaches our most relevant labor market in Colusa County where over 60% of our workforce resides.

e. Human Resources will review the composition of the applicant pool for the vacancies in this category in the past six months and determine whether Black or African American male applicants were underrepresented.

Step 6: Internal Dissemination

1. The County will continue to communicate to all employees the existence of the EEO Program and provide them notice of the available Utilization Report via email, link to document, and hard copy in HR.

2. A link to the Utilization Report is posted on both the Countys Intranet and Internet sites.

3. A copy of the Utilization Report is posted in the lobby of the Human Resources Department.

4. The Equal Employment Opportunity and Anti-Harassment Policies are distributed to all employees during orientation sessions and Countywide training courses. The Anti-Harassment Policy is also reviewed and signed by all employees as part of their annual performance evaluation.

5. The County will offer education and training classes to employees to assist them in their personal development as well as to develop skills and abilities. Employees are given equal opportunity to participate in these classes, seminars and programs.

6. The County's Equal Employment Opportunity and Harassment Policy Statements are incorporated into the County Personnel Code and Policies, which is available on the Countys website.

7. Before the interviews commence, interviewers on Oral Panels are provided an orientation regarding the Countys EEO Policy, the interview standards, application of those standards, and rating procedures.

Step 7: External Dissemination

Colusa Countys Equal Employment Opportunity Policy will continue to be disseminated externally in the following manner:

1. A link to the Utilization Report is posted on the Countys Internet site.

2. Job announcements will include information about obtaining a copy of the EEOP Utilization Report on request.

3. Help wanted or other communiqués that solicit applicants include the words Colusa County is an Equal Opportunity Employer or abbreviated as EOE/ADA.
4. The County's Employment Application is reviewed regularly to determine compliance with the latest Federal, State and local EEO laws and regulations, and to ensure that each applicant is provided the maximum opportunity to display his or her job related qualifications. The Countys Application informs applicants of the existence of the Countys Equal Opportunity Program.

Utilization Analysis Chart
Relevant Labor Market: Colusa 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 #/%	16/47%	4/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	12/35%	2/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	705/55%	75/6%	0/0%	20/2%	15/1%	0/0%	0/0%	0/0%	375/29%	35/3%	0/0%	0/0%	55/4%	0/0%	10/1%	0/0%
Utilization #/%	-8%	6%	0%	-2%	-1%	0%	0%	0%	6%	3%	0%	0%	-4%	0%	-1%	0%
Professionals																
Workforce #/%	16/23%	4/6%	1/1%	0/0%	3/4%	0/0%	0/0%	1/1%	36/51%	9/13%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	210/27%	15/2%	0/0%	0/0%	25/3%	0/0%	0/0%	0/0%	425/55%	85/11%	0/0%	0/0%	15/2%	0/0%	0/0%	0/0%
Utilization #/%	-5%	4%	1%	0%	1%	0%	0%	1%	-4%	2%	1%	0%	-2%	0%	0%	0%
Technicians																
Workforce #/%	11/20%	4/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	25/45%	15/27%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	20/17%	4/3%	4/3%	4/3%	0/0%	0/0%	0/0%	0/0%	60/50%	25/21%	0/0%	4/3%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	3%	4%	-3%	-3%	0%	0%	0%	0%	-4%	7%	0%	-3%	0%	0%	0%	0%
Protective Services: Sworn																
Workforce #/%	28/51%	13/24%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/18%	4/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	125/52%	60/25%	30/13%	0/0%	0/0%	0/0%	4/2%	0/0%	20/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-1%	-1%	-13%	0%	0%	0%	-2%	0%	10%	7%	0%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	2/11%	2/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/56%	4/22%	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%	0/0%	10/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	11%	11%	0%	0%	0%	0%	0%	0%	56%	-78%	0%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	1/2%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	27/43%	32/51%	0/0%	0/0%	2/3%	0/0%	0/0%	0/0%
CLS #/%	305/18%	175/10%	0/0%	0/0%	10/1%	0/0%	4/0%	0/0%	555/33%	580/34%	10/1%	15/1%	15/1%	0/0%	10/1%	4/0%
Utilization #/%	-17%	-9%	0%	0%	-1%	0%	-0%	0%	10%	16%	-1%	-1%	2%	0%	-1%	-0%
Skilled Craft																
Workforce #/%	19/90%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/5%	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 #/%	475/53%	325/36%	0/0%	4/0%	0/0%	10/1%	15/2%	0/0%	25/3%	40/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	37%	-32%	0%	-0%	0%	-1%	-2%	0%	2%	-4%	0%	0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	6/29%	5/24%	0/0%	0/0%	0/0%	1/5%	0/0%	0/0%	5/24%	4/19%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	620/17%	1,875/51 %	10/0%	15/0%	25/1%	4/0%	0/0%	0/0%	380/10%	710/19%	0/0%	15/0%	10/0%	20/1%	0/0%	4/0%
Utilization #/%	12%	-27%	-0%	-0%	-1%	5%	0%	0%	14%	-0%	0%	-0%	-0%	-1%	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
Protective Services: Sworn			✓													
Administrative Support	✓	✓														

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: Patricia Leland

Human Resources Director

10-19-2018

[signature]

[title]

[date]