



County of Glenn

Equal Employment Opportunity Utilization Report

September 25, 2019

Introductory Information

As a recipient of Department of Justice (DOJ) funding, we are required to submit an Equal Employment Opportunity Plan (EEOP) to the DOJ.

An EEO Plan is a comprehensive document that analyzes the relevant labor market data and employment practices to identify possible barriers to the participation of minorities in all levels of the County of Glenn's workforce. Its purpose is to ensure the opportunity for full and equal participation of men and women in the workplace, regardless of race, color, or national origin.

This EEOP Utilization Report follows the DOJ's format, which includes the following:

- Policy Statement
- Narrative of Interpretation
- Objectives and Steps
- Internal Dissemination
- External Dissemination
- Utilization Analysis Chart
- Significant Underutilization Chart

Policy Statement

Glenn County is an equal employment opportunity (EEO) employer and is committed to an active non-discrimination program. It is the stated policy of Glenn County that all employees, and applicants, shall receive equal consideration and treatment. All recruitment, hiring, placements, transfers, and promotions will be on the basis of the qualifications of the individual

for the positions being filled regardless of race, color, religion, gender, gender identity, gender expression, genetic information, military service, veteran status, citizenship status, pregnancy, child birth and related medical conditions, sexual orientation, marital status, national origin, ancestry, mental or physical disability (including AIDS or HIV), medical condition, age (40 and above), genetics, retaliation, status as a victim of domestic violence, or use of family medical leave, military leave, other protected leave, or any other consideration made unlawful by federal, state or local laws. Equal opportunity encompasses all aspects of employment practices to include, but not limited to compensation, benefits, promotions, transfers, layoffs, returns from layoffs, discipline, terminations, County sponsored education, social and recreational programs, or any other consideration made unlawful by federal, state or local laws.

The object of Glenn County's EEOP is wherever possible, to actively recruit and include for consideration for employment, members of minority groups, females and the disabled. All decisions on employment and promotions must be made solely on an individual's qualifications (merit) and bona fide occupational qualifications for the job in question, and the reasonableness of any necessary job accommodations.

Narrative of Interpretation

The Personnel Director and Personnel Analyst III 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: Officials/Administrators (-21%), Protected Services, Sworn (-18%), and Administrative Support (-17%).
2. Hispanic or Latino males were significantly under-represented in the following job categories: Administrative Support (- 11%).

Objectives and Steps

- a. Continue to review underutilization recruitment and selection data to administer equal employment opportunity plan. Identify trainee and entry-level job classifications that may provide additional opportunities for our white male candidates and develop recruitment plans that would target underutilized populations.
- b. Collect and analyze applicant data for each open recruitment.
- c. Determine whether any step in the recruitment and selection process for positions may have a significant impact on screening out white or Hispanic males and based on results, will consider modifying its candidate selection process.
- d. Conduct a more detailed workforce analysis to identify particular County departments, agencies, offices, or job positions that represent significant underutilization of males, white and

Hispanic, in these job categories. Based on the results of the analysis, as well as other data collected, create a recruitment action plan.

- e. Use social media to reach a broader selection of applicants.
- f. Perform community outreach at local job fairs, high schools, colleges, and universities highlighting the career opportunities available for male and Hispanic candidates in administration occupations.

Internal Dissemination

1. Post a copy of the Equal Employment Opportunity Plan (EEOP) on the County's 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.

External Dissemination

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

Utilization Analysis Chart

Utilization Analysis Chart
Relevant Labor Market: Glenn 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 #/%	14/42%	1/3%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	16/48%	0/0%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%
CLS #/%	885/64%	130/9%	4/0%	10/1%	105/8%	0/0%	0/0%	20/1%	180/13%	34/2%	0/0%	0/0%	25/2%	0/0%	0/0%	0/0%
Utilization #/%	-21%	-6%	-0%	2%	-8%	0%	0%	-1%	36%	-2%	0%	0%	1%	0%	0%	0%
Professionals																
Workforce #/%	28/22%	4/3%	0/0%	1/1%	2/2%	0/0%	0/0%	0/0%	65/51%	23/18%	2/2%	0/0%	3/2%	0/0%	0/0%	0/0%
CLS #/%	460/30%	105/7%	0/0%	0/0%	0/0%	0/0%	0/0%	10/1%	855/56%	95/6%	0/0%	0/0%	0/0%	0/0%	10/1%	0/0%
Utilization #/%	-8%	-4%	0%	1%	2%	0%	0%	-1%	-5%	12%	2%	0%	2%	0%	-1%	0%
Technicians																
Workforce #/%	12/60%	1/5%	1/5%	0/0%	1/5%	0/0%	0/0%	0/0%	3/15%	1/5%	0/0%	0/0%	1/5%	0/0%	0/0%	0/0%
CLS #/%	50/30%	15/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	95/58%	4/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	30%	-4%	5%	0%	5%	0%	0%	0%	-43%	3%	0%	0%	5%	0%	0%	0%
Protective Services: Sworn																
Workforce #/%	29/54%	7/13%	2/4%	0/0%	0/0%	0/0%	0/0%	0/0%	11/20%	5/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	130/70%	15/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	40/22%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-17%	5%	4%	0%	0%	0%	0%	0%	-1%	9%	0%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	0/0%	0/0%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	16/67%	7/29%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	0/0%	0/0%	0/0%	0/0%	35/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	0%	0%	0%	4%	-100%	0%	0%	0%	67%	29%	0%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	6/5%	2/2%	0/0%	0/0%	2/2%	0/0%	0/0%	0/0%	81/66%	30/25%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	430/23%	235/13%	25/1%	0/0%	0/0%	0/0%	0/0%	10/1%	815/44%	250/14%	0/0%	25/1%	40/2%	0/0%	4/0%	4/0%
Utilization #/%	-18%	-11%	-1%	0%	2%	0%	0%	-1%	22%	11%	0%	-1%	-2%	0%	-0%	-0%
Skilled Craft																
Workforce #/%	11/61%	4/22%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/17%	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 #/%	615/66%	240/26%	0/0%	25/3%	35/4%	0/0%	0/0%	0/0%	10/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-5%	-4%	0%	-3%	-4%	0%	0%	0%	16%	0%	0%	0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	19/56%	8/24%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	3/9%	3/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,365/32%	1,195/28%	0/0%	10/0%	4/0%	10/0%	0/0%	0/0%	860/20%	705/17%	0/0%	4/0%	70/2%	0/0%	4/0%	0/0%
Utilization #/%	24%	-5%	0%	3%	-0%	-0%	0%	0%	-12%	-8%	0%	-0%	-2%	0%	-0%	0%

Significant Underutilization Chart

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
Officials/Administrators	✓															
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.

Linda Durrer
 Personnel Director
 County of Glenn