

EEOP Utilization Report



Thu Oct 13 15:26:50 EDT 2016

Step 1: Introductory Information

Grant Title:	Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program	Grant Number:	2011-WE-AX-0036
Grantee Name:	Washtenaw County	Award Amount:	\$700,000.00
Grantee Type:	Local Government Agency		
Address:	Washtenaw County Ann Arbor, Michigan 48107-8645		
Contact Person:	Brenda Quiet	Telephone #:	734-222-6664
Contact Address:	200 N. Main St. Ann Arbor, Michigan 48107-8645		
DOJ Grant Manager:	Michele John	DOJ Telephone #:	202-616-5342

Policy Statement:

STATEMENT OF EQUAL EMPLOYMENT OPPORTUNITY

I. Application

This policy shall govern the continued practices of Washtenaw County in accordance with Equal Employment Opportunity to actively recruit, hire, train, promote and manage its personnel with equality of opportunity for all individuals without conscious or intentional discrimination.

II. General Policies

A. The County shall recruit, hire, train and promote into all job levels qualified applicants without regard to race, creed, color, gender, gender identity, gender expression, sexual orientation, religion, national origin, age, handicap, veteran status, marital status, height, weight, political belief, or other factors that may not lawfully be used as the basis for an employment decision.

B. All decisions shall be made by utilizing objective standards based upon the individuals qualifications as they relate to job vacancies and to the furtherance of Equal Employment Opportunity.

Step 4b: Narrative Underutilization Analysis

We learned from the Utilization Analysis Chart:

1. White males were significantly underrepresented in the following categories: Professionals (-12%) and Administrative Support (-14%).
2. White females were underrepresented in Protective Services: Sworn(-5%).
3. Asian males underrepresented in Professional (-3%), Administrative Support (-1%), Asian female underrepresented in Administrative Support (-2%), Hispanic/Latino underrepresented in Administrative Support (-2%).

Prior to 2006 there were no significant workforce deficiencies at the county, with significant representation within the EEO categories. (Please see the attached hard copy of the employment audit.) Between 2007 2013, we had a significant decrease in our overall workforce, with a large representation of white males retiring in the professional category. Our practice is to provide internal employees an opportunity for promotion. When the professional positions became vacant due to the retirements and positions were filled with internal employees, most of these positions were staffed by white females. In addition, we experienced a workforce reduction during the economic downturn. During this time, positions were eliminated and a number of employees were laid off. A large percentage of positions in the professional and administrative categories were eliminated resulting in an imbalance in the EEO race and ethnic groups.

Step 5 & 6: Objectives and Steps

1. To encourage white females to apply for vacancies in the Protective Services: Sworn job categories.

- a. Advertise for vacancies online, such as the county website, Monster.com, and Dice.com. Advertise in professional organizations such as MCOLES. Attend career fairs.
- b. To identify positions in our current Applicant Tracking System where underrepresentation occurs.
- c. To recruit for vacancies at local and regional police academies, such as Washtenaw Community College, Saginaw Valley, Delta College, Toledo University, Western Michigan University and Wayne State University.
- d. To ensure there are no barriers in our application process, interview process or those positions requiring testing. A 2017 Employee Audit will determine any deficits in these areas and recommendations to improve on these practices.

2. To encourage white males to apply for vacancies in the Professionals and Administrative Support job categories.

- a. Advertise within Washtenaw County as underrepresented positions become available. Advertise in professional organizations/publications, professional websites, regional websites, local websites, local media and county website.
- b. Recruit from local colleges and universities (such University of Michigan, Eastern Michigan University, Cleary University, Concordia University and Washtenaw College)
- c. Provide internship opportunities from local colleges and universities for these job categories.
- d. To ensure there are no barriers in our application process, interview process or those positions requiring testing. A 2017 Employee Audit will determine any deficits in these areas and recommendations to improve on these practices.
- e. Look for promotional opportunities for qualified internal candidates when there is underrepresentation in the job category. Encourage supervisors and managers to identify internal candidates for the job category.

3. Our objective is to provide equal employment opportunities for Asian males for Professional and Administrative Support, Asian females for Administrative Support and Hispanic/Latino females for Administrative Support when our organization fills vacancies that become available in these categories.

- a. To identify positions in our current Applicant Tracking System where underrepresentation occurs.
- b. Recruit from local colleges and universities (such University of Michigan, Eastern Michigan University, Cleary University, Concordia University and Washtenaw College)

- c. Advertise within Washtenaw County as underrepresented positions become available. Advertise in professional organizations/publications, professional websites, regional websites, local websites, local media and county website.
- d. Provide internship opportunities from local colleges and universities for these job categories.
- e. To ensure there are no barriers in our application process, interview process or those positions requiring testing. A 2017 Employee Audit will determine any deficits in these areas and recommendations to improve on these practices.

Step 7a: Internal Dissemination

We will post the EEOP Utilization Report on our internal employee website. All employees of Washtenaw County have access to internet service provided through the employer. An article will be developed and posted on our employee website letting all employees know this document exists and providing a link directly to it. A compliance board currently outside of the Human Resource Office will display a copy of the EEOP with information indicating accessibility to the report at the Human Resources Office or the website location. Hard copies will be available to individuals without internet access at the Human Resources Office.

Step 7b: External Dissemination

We will post our EEOP Utilization Report on our public website making it accessible to all vendors, applicants and the general public.

We will provide a link to the EEOP Utilization Report on our Human Resources webpage, making it available to all prospective applicants.

A compliance board currently outside of the Human Resource Office will display a copy of the EEOP with information indicating accessibility to the report at the Human Resources Office or the website location. Hard copies will be available to individuals without internet access at the Human Resources Office.

Utilization Analysis Chart
Relevant Labor Market: Washtenaw County, Michigan

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 #/%	8/42%	0/0%	4/21%	0/0%	0/0%	0/0%	0/0%	0/0%	6/32%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	11,540/48%	280/1%	560/2%	30/0%	680/3%	0/0%	125/1%	60/0%	9,260/38%	190/1%	875/4%	40/0%	465/2%	0/0%	70/0%	75/0%
Utilization #/%	-5%	-1%	19%	-0%	-3%	0%	-1%	-0%	-7%	-1%	2%	-0%	-2%	0%	-0%	-0%
Professionals																
Workforce #/%	118/24%	2/0%	25/5%	0/0%	5/1%	0/0%	0/0%	0/0%	266/53%	10/2%	59/12%	0/0%	15/3%	0/0%	0/0%	0/0%
CLS #/%	21,255/36%	610/1%	1,430/2%	25/0%	3,660/6%	20/0%	415/1%	145/0%	25,975/44%	610/1%	2,065/3%	120/0%	2,835/5%	0/0%	275/0%	190/0%
Utilization #/%	-12%	-1%	3%	-0%	-5%	-0%	-1%	-0%	10%	1%	8%	-0%	-2%	0%	-0%	-0%
Technicians																
Workforce #/%	9/56%	2/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/6%	0/0%	3/19%	0/0%	1/6%	0/0%	0/0%	0/0%
CLS #/%	2,840/34%	180/2%	220/3%	0/0%	300/4%	0/0%	93/1%	10/0%	3,735/45%	105/1%	300/4%	20/0%	510/6%	0/0%	44/1%	15/0%
Utilization #/%	22%	10%	-3%	0%	-4%	0%	-1%	-0%	-38%	-1%	15%	-0%	0%	0%	-1%	-0%
Protective Services: Sworn																
Workforce #/%	142/71%	5/2%	18/9%	0/0%	3/2%	0/0%	0/0%	0/0%	18/9%	0/0%	12/6%	0/0%	2/1%	0/0%	0/0%	0/0%
CLS #/%	1,725/62%	60/2%	380/14%	4/0%	20/1%	0/0%	34/1%	0/0%	390/14%	20/1%	155/6%	0/0%	0/0%	0/0%	15/1%	0/0%
Utilization #/%	9%	0%	-5%	-0%	1%	0%	-1%	0%	-5%	-1%	0%	0%	1%	0%	-1%	0%
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	80/28%	0/0%	0/0%	0/0%	10/3%	0/0%	0/0%	0/0%	100/34%	0/0%	35/12%	0/0%	25/9%	0/0%	40/14%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	37/12%	1/0%	18/6%	0/0%	0/0%	0/0%	0/0%	0/0%	179/60%	2/1%	61/20%	2/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	12,080/27%	310/1%	1,635/4%	35/0%	610/1%	10/0%	390/1%	15/0%	24,230/53%	1,150/3%	3,250/7%	60/0%	935/2%	0/0%	465/1%	220/0%

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 #/%	-14%	-0%	2%	-0%	-1%	-0%	-1%	-0%	6%	-2%	13%	1%	-2%	0%	-1%	-0%
Skilled Craft																
Workforce #/%	20/100%	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%
CLS #/%	11,050/85%	230/2%	490/4%	30/0%	90/1%	0/0%	145/1%	50/0%	730/6%	20/0%	80/1%	20/0%	15/0%	0/0%	0/0%	0/0%
Utilization #/%	15%	-2%	-4%	-0%	-1%	0%	-1%	-0%	-6%	-0%	-1%	-0%	-0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	7/54%	0/0%	2/15%	0/0%	0/0%	0/0%	0/0%	0/0%	3/23%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	18,140/40%	1,615/4%	3,210/7%	85/0%	720/2%	0/0%	335/1%	90/0%	15,220/33%	1,175/3%	3,690/8%	25/0%	805/2%	0/0%	335/1%	300/1%
Utilization #/%	14%	-4%	8%	-0%	-2%	0%	-1%	-0%	-10%	-3%	-0%	-0%	-2%	0%	-1%	-1%

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	✓				✓											
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 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: Nina M Johnson

Human Resources Manager

10-13-2016

[signature]

[title]

[date]