

EEOP Utilization Report



Fri Sep 23 14:55:35 EDT 2016

Step 1: Introductory Information

Grant Title:	2016 Edward Byrne Memorial Justice Assistance	Grant Number:	2016-DJ-BX-0854
Grantee Name:	Dorchester County Government	Award Amount:	\$25,574.00
Grantee Type:	Local Government Agency		
Address:	201 Johnston Street St. George, South Carolina 29477		
Contact Person:	Julie Byars	Telephone #:	843-563-0151
Contact Address:	201 Johnston Street St. George, South Carolina 29477		
DOJ Grant Manager:	Gale Farquhar	DOJ Telephone #:	202-514-8528

Policy Statement:

103 EQUAL EMPLOYMENT OPPORTUNITY POLICY

State & Federal laws prohibit discrimination against employees or applicants for employment, with regard to their race, religion, color, national origin, gender, age, veteran status, or disability. Furthermore, Dorchester County takes affirmative action to reduce and, if possible, remove the disparate effects of past discrimination because of race, religion, color, national origin, gender, age, veteran status, or disability. This policy applies to all levels and phases of the Countys Personnel Administration such as recruitment or recruitment advertising, rates of pay, promotion, selection for supervisory positions, and employee benefit programs, disability, veteran status, or any other protected category.

If you believe this policy has been violated by anyone with whom you have contact (including supervisors, co-workers, or members of the public) you should notify the Human Resources Department.

Step 4b: Narrative Underutilization Analysis

Dorchester Countys Human Resources Department reviewed the Utilization Analysis and noted the following:

White females were significantly under-represented in the following job categories: Professionals (-17%), Protective Services-sworn (-15%), Protective Services-nonsworn (-46%), and Service/Maintenance (-20%).

Black females were significantly under-represented in the following job categories: Technicians (-8%) and Protective Services-sworn (-9%).

Hispanic females were under-represented in the following job categories: Technicians (-6%) and Administrative Support (-1%).

Asian females were under-represented in the following job category: Administrative Support (-1%).

Two or more races females were under-represented in the following job category: Administrative Support (-1%).

White males were significantly under-represented in the following job categories: Administrative Support (-7%) and Skilled Craft (-12%).

Black males were significantly under-represented in the following job categories: Protective Services-sworn (-20%) and Protective Services-nonsworn (-16%).

Hispanic Males were under-represented in the following job category: Administrative Support (-1%).

White females are the largest underutilized group.

We need to analyze these trends to determine, what impact they have on our statistical region. The creation of new jobs in the area has significantly impacted competition for diverse talent.

(see attached)

Step 5 & 6: Objectives and Steps

1. Increase Communiations

- a. Post Information on Kiosk, website, and public drive.
- b. Dorchester County Government will continue to advertise select job announcements in the Post and Courier and Dorchester Eagle Record newspapers.
- c. The Human Resources Department will provide information regarding hiring, diversity, and equal employment opportunity to staff who have a key role in the hiring process.

2. Increase Recruitment Efforts

- a. Utilize social media in recruitment as an enhancement to traditional recruitment methods.
- b. Dorchester County Government will continue to attend meetings of professional associations to inform these groups of career opportunities with Dorchester County Government.
- c. The Human Resources department will increase its participation at recruiting events.
- d. We will continue to seek partnerships with colleges and universities, and other organizations with high enrollment of individuals from Dorchester Countys underrepresented communities.

3. Review Policies/Procedures

- a. Compare new hire and promotional statistics with termination and demotion statistics to determine where the greatest impact on underutilization exists.
- b. Compare current hiring policies and procedures to previous hiring policies and procedures.
- c. Make appropriate adjustments based on statistics gathered.

4. Identify barriers to diversity hiring and explore ways to remove them

- a. Conduct internal employee survey and obtain employee input.
- b. Review completed exit interview forms to determine if patterns exist that have an effect on the specific underutilized categories.

Step 7a: Internal Dissemination

Post a copy of the EEOP Utilization Report on the Countys internal Kiosk and public drive. The copy of the EEOP Utilization Report on the public drive can be downloaded by employees.

Advise new employees during New Employee Orientation of the EEOP Utilization Report, that it can be viewed on the Countys website and that copies are available upon request.

The Human Resources Department will announce in the employee newsletter that copies of the EEOP Utilization report are available upon request.

Send an e-mail to broadcast through The World to all employees and let them know a copy of the report is available for view on the kiosk and can be downloaded from the public drive.

A copy of this document will be available for review in the Human Resources Department.

EEO notices are posted, as required by law, in prominent and accessible places, readily observable by employed staff and applicants.

The Human Resources Department will periodically conduct training about EEO policies and hiring procedures for staff, managers and supervisors.

Step 7b: External Dissemination

Post a copy of the EEOP Utilization Report on the Countys website that can be downloaded by the public.

The Human Resources Department will provide Dorchester County Libraries a copy of the EEOP Utilization report to make available to the public.

Include on the webpage a link where applicants can access information about job opportunities and a link to the Countys EEOP Utilization Report.

A copy of the EEOP will be provided to members of the public upon request. Submit requests to the Dorchester County Human Resources Department - hrdept@dorchestercounty.net.

Utilization Analysis Chart
Relevant Labor Market: Dorchester County, South Carolina

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 #/%	30/51%	0/0%	5/8%	0/0%	0/0%	0/0%	0/0%	0/0%	21/36%	0/0%	3/5%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,835/50%	10/0%	130/4%	20/1%	10/0%	0/0%	0/0%	0/0%	1,215/33%	40/1%	410/11%	0/0%	15/0%	0/0%	15/0%	0/0%
Utilization #/%	1%	-0%	5%	-1%	-0%	0%	0%	0%	3%	-1%	-6%	0%	-0%	0%	-0%	0%
Professionals																
Workforce #/%	39/48%	0/0%	5/6%	0/0%	1/1%	0/0%	0/0%	0/0%	28/34%	0/0%	9/11%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,665/32%	40/1%	225/4%	0/0%	45/1%	0/0%	25/0%	0/0%	2,660/52%	35/1%	415/8%	20/0%	15/0%	0/0%	15/0%	0/0%
Utilization #/%	15%	-1%	2%	0%	0%	0%	-0%	0%	-17%	-1%	3%	-0%	-0%	0%	-0%	0%
Technicians																
Workforce #/%	47/47%	2/2%	4/4%	0/0%	1/1%	0/0%	1/1%	0/0%	42/42%	0/0%	4/4%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	240/31%	0/0%	50/6%	0/0%	25/3%	0/0%	0/0%	0/0%	310/40%	45/6%	95/12%	0/0%	4/1%	0/0%	4/1%	0/0%
Utilization #/%	15%	2%	-3%	0%	-2%	0%	1%	0%	1%	-6%	-8%	0%	-1%	0%	-1%	0%
Protective Services: Sworn-Officials																
Workforce #/%	93/56%	3/2%	21/13%	0/0%	0/0%	0/0%	0/0%	0/0%	21/13%	0/0%	28/17%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	380/46%	0/0%	265/32%	0/0%	0/0%	0/0%	0/0%	0/0%	40/5%	0/0%	135/16%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	10%	2%	-20%	0%	0%	0%	0%	0%	8%	0%	0%	0%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	38/67%	1/2%	11/19%	0/0%	0/0%	0/0%	0/0%	0/0%	4/7%	0/0%	3/5%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	2,110/36%	310/5%	960/16%	75/1%	0/0%	0/0%	80/1%	4/0%	1,275/22%	50/1%	855/15%	40/1%	60/1%	0/0%	0/0%	0/0%
Utilization #/%	30%	-4%	3%	-1%	0%	0%	-1%	-0%	-15%	-1%	-9%	-1%	-1%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	46/92%	0/0%	2/4%	0/0%	0/0%	0/0%	0/0%	0/0%	2/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	15/30%	0/0%	10/20%	0/0%	0/0%	0/0%	0/0%	0/0%	25/50%	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
Utilization #/%	62%	0%	-16%	0%	0%	0%	0%	0%	-46%	0%	0%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	133/21%	0/0%	36/6%	0/0%	0/0%	0/0%	0/0%	2/0%	325/51%	2/0%	136/21%	1/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,795/28%	70/1%	610/6%	20/0%	30/0%	15/0%	0/0%	15/0%	4,460/45%	130/1%	1,550/16%	60/1%	70/1%	4/0%	100/1%	0/0%
Utilization #/%	-7%	-1%	-0%	-0%	-0%	-0%	0%	0%	6%	-1%	6%	-0%	-1%	-0%	-1%	0%
Skilled Craft																
Workforce #/%	43/57%	0/0%	30/39%	0/0%	0/0%	0/0%	0/0%	0/0%	2/3%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,135/69%	155/3%	930/20%	60/1%	4/0%	0/0%	20/0%	0/0%	190/4%	15/0%	60/1%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-12%	-3%	19%	-1%	-0%	0%	-0%	0%	-2%	-0%	0%	0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	46/41%	2/2%	37/33%	0/0%	0/0%	0/0%	0/0%	0/0%	7/6%	0/0%	20/18%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,385/31%	305/3%	1,590/15%	55/1%	155/1%	35/0%	130/1%	4/0%	2,805/26%	104/1%	2,145/20%	50/0%	55/1%	0/0%	65/1%	0/0%
Utilization #/%	10%	-1%	18%	-1%	-1%	-0%	-1%	-0%	-20%	-1%	-2%	-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-Officials			✓													
Protective Services: Sworn-Patrol Officers									✓		✓					
Protective Services: Non-sworn			✓						✓							
Administrative Support	✓	✓								✓			✓		✓	
Skilled Craft	✓															
Service/Maintenance									✓							

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
Detention Officer																
Workforce #/%	15/39%	1/3%	5/13%	0/0%	0/0%	0/0%	0/0%	0/0%	8/21%	0/0%	9/24%	0/0%	0/0%	0/0%	0/0%	0/0%
transport officer																
Workforce #/%	6/75%	1/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
court security																
Workforce #/%	3/60%	1/20%	1/20%	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%
Baliff																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%
Sheriff																
Workforce #/%	1/100%	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%
Major																
Workforce #/%	1/50%	0/0%	1/50%	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%
Chief Deputy Sheriff																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%
Captain																
Workforce #/%	4/57%	0/0%	2/29%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/14%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenant																
Workforce #/%	14/70%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/30%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeant																
Workforce #/%	20/50%	0/0%	10/25%	0/0%	0/0%	0/0%	0/0%	0/0%	5/12%	0/0%	5/12%	0/0%	0/0%	0/0%	0/0%	0/0%
Corporal																
Workforce #/%	29/71%	0/0%	2/5%	0/0%	0/0%	0/0%	0/0%	0/0%	6/15%	0/0%	4/10%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	38/67%	1/2%	11/19%	0/0%	0/0%	0/0%	0/0%	0/0%	4/7%	0/0%	3/5%	0/0%	0/0%	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.

[signature]

[title]

[date]