

EEO Utilization Report

Organization Information

Name: County Of Yolo

City: Woodland

State: CA

Zip: 95695

Type: County/Municipal Law Enforcement

Step 1: Introductory Information

Policy Statement:

The County of Yolo is committed to ensuring that all qualified individuals have a full and fair opportunity to compete for hiring and promotion, and to enjoy the benefits of employment with the County of Yolo. All employees and applicants shall receive equal consideration and treatment in employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal and state laws. Employment opportunities include, but are not limited to, recruitment, testing, selection, transfer, promotion, compensation, benefits, layoff, leave of absence, and training. The County believes that regular review and reporting of equal opportunity, and developing a proactive and innovative action plan to address underrepresentation will create an organization that achieves excellence and embraces diversity.

Step 4b: Narrative of Interpretation

The Utilization Analysis Chart indicates that County of Yolo has an under-representation of Asian males and females as well as white males across multiple job categories. Most notably, white male Officials/Administrators (18%), white male Administrative Support (17%) and white male Technicians (16%) while the percentages of underutilized Asian males and females are all less than 10%.

Additionally, it has been identified that both white (11%) and Hispanic or Latino (7%) Protective Services: Sworn Patrol Officers are underutilized.

The areas of underrepresentation which have been identified to require action are: Asian males and females and white males across all job categories. Deficiencies within the Asian ethnicity group may be explained by the large population of potentially non-permanent residents who attend the University of California, Davis, which inflates the community statistics and may not be active in the workforce. Despite this explanation, Yolo County has identified actions to increase representation of Asians across these categories.

In keeping with the County of Yolos commitment to having a workforce that reflects the community it serves, the County of Yolo will examine its recruitment and retention practices to see if there may be ways to attract more white males and Asian males and females to apply for jobs within the County.

Step 5: Objectives and Steps

1. Outreach and Recruitment

- a. Current job opportunities are advertised on the County's website, www.yolocounty.org and at www.governmentjobs.com. Additionally, targeted recruitment and advertising is done in cases where we are trying to reach a specific profession. All County job postings contain an Equal Employment Opportunity statement which reaffirms the County's commitment to equal employment.
- b. The Human Resources Department reviews recruitment efforts and selection processes to identify practices that eliminate barriers to equal employment including ensuring a diverse interview panel for evaluating candidates for selection.
- c. The County maintains an online application processing system which allows applicants to receive an email notification when a recruitment becomes available for a position they have expressed interest in.

2. Address Underutilization

- a. To ensure equal employment opportunities for the following groups when our organization fills vacancies that become available:
 - *Asian males in the Professionals, Technicians and Administrative Support categories.
 - *Asian females in the Technicians, Administrative Support and Protective Services: Sworn Patrol Officers categories.
 - *White males in the Officials/Administrators, Professionals, Technicians and Administrative Support job categories.
 - *White and Hispanic or Latino females in the Protective Services: Sworn Patrol Officers categories.
- b. Continue to expand outreach to educational institutions, such as at recruitment events at University of California, Davis and Sacramento State University and establishing relationships with cultural campus groups/clubs that represent the ethnicity group.

3. Continue existing practices that demonstrate a commitment to and support of Equal Employment Opportunity

- a. The Human Resources Department reviews job specifications to ensure there are no arbitrary barriers to equal employment and that there is sufficient opportunity for entry-level employment.

4. Selection

- a. The County seeks to employ persons whose backgrounds and abilities both enhance the diversity and are representative of the demographics of the community it serves. The selection process is based on merit and shall extend to all candidates a fair and equitable testing process as well as a reliable and valid examination, which is

based on job-related criteria.

5. Referral of Eligible Candidates

a. Human Resources refers the top ten ranking candidates to the department following the recruitment and testing process, and upon request to fill a vacant position where an existing Eligible List exists. Hiring departments are required to interview all candidates on the referral list prior to making a selection to ensure equal employment opportunity for all.

6. Workplace Culture

a. Workplace Civility and Ethical Standards workplace policies are in place and define expectations for ethical standards and civil behavior in the workplace and provides protection against workplace incivility for Yolo County employees.

b. The County also created an Avenues program which provides a number of options for reporting fraud, harassment, or discrimination, including an anonymous online reporting tool.

7. Training

a. The County has developed training and offers a course on Ethics and Workplace Civility through the Yolo Training Academy, which addresses maintaining an environment free of discrimination and harassment.

b. The County has developed an EEO training pamphlet entitled "For all the Right Reasons," which is a self-study guide to understanding an employees role in ensuring a workplace free of discrimination and harassment. The guide also contains a diversity self-assessment which helps to identify areas where employees can be proactive in ensuring fairness and inclusion.

c. All new employees are required to complete the harassment prevention training and the "For All the Right Reasons" self-study guide within 30 days of hire.

Step 6: Internal Dissemination

1. A copy of the EEOP will be posted on Inside Yolo, the internal County website.
2. A mass email was sent to all employees with a link to the EEOP.
3. A copy of the EEOP will be distributed to all Department Heads, including elected officials via email.
4. Information will be posted on bulletin boards in employee break areas about how to obtain a copy.

Step 7: External Dissemination

1. A copy of the EEOP will be posted on our internet website, www.yolocounty.org.
2. A notice will be posted in our public libraries indicating that Yolo County has developed an EEOP and the procedure for obtaining a copy.
3. As practical, applicants, vendors and contractors will be notified that the County of Yolo has developed an EEOP and that it is available for review.

Utilization Analysis Chart
Relevant Labor Market: Yolo 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 #/%	12/21%	4/7%	0/0%	0/0%	3/5%	0/0%	0/0%	0/0%	23/40%	9/16%	3/5%	1/2%	3/5%	0/0%	0/0%	0/0%
CLS #/%	4,705/38%	765/6%	280/2%	20/0%	570/5%	45/0%	135/1%	30/0%	3,845/31%	1,080/9%	235/2%	15/0%	400/3%	0/0%	85/1%	45/0%
Utilization #/%	-18%	1%	-2%	-0%	1%	-0%	-1%	-0%	8%	7%	3%	2%	2%	0%	-1%	-0%
Professionals																
Workforce #/%	105/20%	20/4%	6/1%	3/1%	13/3%	0/0%	3/1%	0/0%	201/39%	84/16%	21/4%	5/1%	48/9%	0/0%	4/1%	0/0%
CLS #/%	6,895/33%	855/4%	180/1%	25/0%	1,780/8%	55/0%	230/1%	45/0%	7,035/34%	1,285/6%	255/1%	35/0%	1,925/9%	10/0%	275/1%	70/0%
Utilization #/%	-12%	-0%	0%	0%	-6%	-0%	-1%	-0%	6%	10%	3%	1%	0%	-0%	-1%	-0%
Technicians																
Workforce #/%	35/12%	28/10%	6/2%	0/0%	9/3%	0/0%	0/0%	0/0%	96/33%	80/28%	14/5%	2/1%	20/7%	0/0%	0/0%	0/0%
CLS #/%	1,055/28%	165/4%	4/0%	0/0%	380/10%	30/1%	50/1%	30/1%	1,300/35%	225/6%	50/1%	35/1%	430/11%	0/0%	0/0%	10/0%
Utilization #/%	-16%	5%	2%	0%	-7%	-1%	-1%	-1%	-1%	22%	3%	-0%	-5%	0%	0%	-0%
Protective Services: Sworn-Officials																
Workforce #/%	16/53%	7/23%	0/0%	0/0%	2/7%	0/0%	0/0%	0/0%	3/10%	1/3%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	705/53%	290/22%	65/5%	4/0%	95/7%	4/0%	15/1%	15/1%	80/6%	20/2%	15/1%	4/0%	4/0%	0/0%	10/1%	0/0%
Utilization #/%	0%	1%	-5%	-0%	-0%	-0%	-1%	-1%	4%	2%	2%	-0%	-0%	0%	-1%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	95/37%	66/26%	14/5%	0/0%	14/5%	1/0%	0/0%	0/0%	33/13%	24/9%	5/2%	1/0%	2/1%	0/0%	1/0%	0/0%
Civilian Labor Force #/%	3,170/23%	1,930/14%	185/1%	74/1%	860/6%	35/0%	110/1%	25/0%	3,255/24%	2,150/16%	205/2%	35/0%	1,275/9%	124/1%	70/1%	25/0%
Utilization #/%	14%	12%	4%	-1%	-1%	0%	-1%	-0%	-11%	-7%	0%	0%	-9%	-1%	-0%	-0%
Protective Services: Non-sworn																
Workforce #/%	1/8%	1/8%	1/8%	0/0%	1/8%	0/0%	0/0%	0/0%	4/31%	3/23%	2/15%	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 #/%	75/37%	20/10%	0/0%	0/0%	10/5%	0/0%	0/0%	20/10%	65/32%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	15/7%
Utilization #/%	-29%	-2%	8%	0%	3%	0%	0%	-10%	-1%	23%	15%	0%	0%	0%	0%	-7%
Administrative Support																
Workforce #/%	9/4%	11/5%	1/0%	0/0%	1/0%	0/0%	0/0%	0/0%	81/35%	111/48%	5/2%	0/0%	9/4%	0/0%	1/0%	0/0%
CLS #/%	5,215/21%	1,755/7%	500/2%	85/0%	1,590/6%	125/1%	195/1%	185/1%	8,265/33%	3,790/15%	615/2%	20/0%	2,065/8%	80/0%	260/1%	115/0%
Utilization #/%	-17%	-2%	-2%	-0%	-6%	-1%	-1%	-1%	2%	33%	-0%	-0%	-4%	-0%	-1%	-0%
Skilled Craft																
Workforce #/%	24/45%	20/38%	0/0%	0/0%	1/2%	0/0%	1/2%	0/0%	5/9%	1/2%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,125/56%	2,155/29%	125/2%	55/1%	375/5%	65/1%	95/1%	160/2%	85/1%	34/0%	15/0%	0/0%	100/1%	0/0%	0/0%	0/0%
Utilization #/%	-11%	9%	-2%	-1%	-3%	-1%	1%	-2%	8%	1%	2%	0%	-1%	0%	0%	0%
Service/Maintenance																
Workforce #/%	13/50%	9/35%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/4%	3/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,350/24%	7,255/27%	585/2%	120/0%	1,950/7%	235/1%	185/1%	225/1%	4,010/15%	3,855/14%	175/1%	35/0%	1,630/6%	165/1%	94/0%	65/0%
Utilization #/%	26%	8%	-2%	-0%	-7%	-1%	-1%	-1%	-11%	-3%	-1%	-0%	-6%	-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
Officials/Administrators	✓															
Professionals	✓				✓											
Technicians	✓				✓								✓			
Protective Services: Sworn-Patrol Officers									✓	✓			✓			
Administrative Support	✓				✓								✓			

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
Protective Services: Sworn-Officials																
Workforce #/%	16/53%	7/23%	0/0%	0/7%	2/7%	0/0%	0/0%	0/0%	3/10%	1/3%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	95/37%	66/26%	14/5%	0/5%	14/5%	1/0%	0/0%	0/0%	33/13%	24/9%	5/2%	1/0%	2/1%	0/0%	1/0%	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 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.

[signature]

[title]

[date]