

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 the County of Yolo has an under-representation of white males and over-representation of Hispanic females in general across most job categories. We consider this insignificant as Yolo County has a large Hispanic population in our community labor market which would contribute to the large presence in our workforce. The underrepresentation in the Two or More Races and Other categories is not applicable as Yolo County did not collect nor report in these categories for 2017.

The areas of underrepresentation which have been identified to require action are: Asian males in the Professional, Technician and Administrative Support categories, and Asian females in the Technician and Administrative Support categories. Deficiencies within the Asian ethnicity group can be explained by the large population of non-permanent residents falling within this category who attend the University of California, Davis, which inflates the community statistics. Despite this explanation, Yolo County has identified actions to increase representation of Asians within these categories.

Step 5: Objectives and Steps

1. Address Underutilization

a. 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.

2. The County will continue its existing practices that demonstrate its commitment to and support of Equal Employment Opportunity.

3. Outreach and Recruitment

- a. 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.
- b. 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.
- c. Current job opportunities are advertised on the Countys 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 Countys commitment to equal employment.
- d. 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.

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.
- c. An email from the County Administrator was sent to all County employees on February 21, 2018 reaffirming the County's commitment to a productive and harmonious work environment, free of harassment, for all employees. The email included links to harassment prevention training as well as information, reference materials and resources.

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 will be 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.

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 #/%	19/26%	3/4%	0/0%	0/0%	4/5%	0/0%	0/0%	0/0%	34/46%	8/11%	1/1%	1/1%	4/5%	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 #/%	-13%	-2%	-2%	-0%	1%	-0%	-1%	-0%	15%	2%	-1%	1%	2%	0%	-1%	-0%
Professionals																
Workforce #/%	112/21%	33/6%	3/1%	1/0%	9/2%	0/0%	0/0%	0/0%	207/40%	94/18%	18/3%	4/1%	42/8%	0/0%	0/0%	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 #/%	-11%	2%	-0%	0%	-7%	-0%	-1%	-0%	6%	12%	2%	1%	-1%	-0%	-1%	-0%
Technicians																
Workforce #/%	20/8%	20/8%	4/2%	0/0%	2/1%	0/0%	0/0%	0/0%	97/38%	79/31%	12/5%	2/1%	16/6%	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 #/%	-20%	4%	1%	0%	-9%	-1%	-1%	-1%	4%	25%	3%	-0%	-5%	0%	0%	-0%
Protective Services: Sworn																
Workforce #/%	56/59%	24/25%	3/3%	0/0%	3/3%	0/0%	0/0%	0/0%	6/6%	1/1%	1/1%	0/0%	1/1%	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 #/%	6%	3%	-2%	-0%	-4%	-0%	-1%	-1%	0%	-0%	-0%	-0%	1%	0%	-1%	0%
Protective Services: Non-sworn																
Workforce #/%	67/36%	34/18%	10/5%	0/0%	9/5%	0/0%	0/0%	0/0%	36/19%	23/12%	4/2%	0/0%	3/2%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	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 #/%	-1%	9%	5%	0%	-0%	0%	0%	-10%	-12%	12%	2%	0%	2%	0%	0%	-7%
Administrative Support																
Workforce #/%	6/3%	7/4%	2/1%	0/0%	2/1%	0/0%	0/0%	0/0%	77/41%	82/44%	3/2%	1/1%	6/3%	0/0%	0/0%	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%

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 #/%	-18%	-3%	-1%	-0%	-5%	-1%	-1%	-1%	8%	29%	-1%	0%	-5%	-0%	-1%	-0%
Skilled Craft																
Workforce #/%	18/60%	4/13%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/13%	2/7%	0/0%	0/0%	2/7%	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 #/%	4%	-16%	-2%	-1%	-5%	-1%	-1%	-2%	12%	6%	-0%	0%	5%	0%	0%	0%
Service/Maintenance																
Workforce #/%	18/35%	13/25%	1/2%	1/2%	0/0%	0/0%	0/0%	0/0%	13/25%	4/8%	0/0%	0/0%	1/2%	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 #/%	12%	-1%	-0%	2%	-7%	-1%	-1%	-1%	11%	-6%	-1%	-0%	-4%	-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: Non-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: Gina Rowland

Director of Human Resources

03-26-2018

[signature]

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