

EEO Utilization Report

Organization Information

Name: County Of McDonald

City: Pineville

State: MO

Zip: 64856

Type: County/Municipal Court

Step 1: Introductory Information

Policy Statement:

Handbook

Section 2.1, Section 3.0-3.2 of Handbook ..document uploaded.

Following File has been uploaded:2019 Employee Handbook2.pdf

Step 4b: Narrative of Interpretation

McDonald County's Human Resource Department reviewed the Utilization Analysis and noted the following statistics of under representation in specific categories like the service maintenance department and administrative support. These positions are held by long time employees which makes it difficult to change the utilization in those areas. We understand the analysis chart indicates other instances of under representation, however the percentages are limited to the number of employees who apply to the county as positions are seldom open for hire. Also the limited number of employees in each category make it difficult to draw any conclusions regarding the underutilization.

Step 5: Objectives and Steps

1. 1. To encourage females to apply for Protective Service Sworn-Patrol Officers & Service/Management Categories.

- a. a. Our organization will review all employment applications submitted and other organizational data related to these two categories that females are underutilized to identify any issues that may pose a barrier for women. We will review job postings and advertising methods during the hiring of these categories.
- b. b. We will work toward designing a plan to address the issues not allowing women to be utilized in these areas.
- c. c. We will communicate with elected officials and department heads to look beyond traditional preconceptions regarding gender preferences.

2. To encourage males to apply for vacancies in the administrative support categories.

- a. We will work with the elected officials and department heads to look beyond traditional preconceptions regarding gender preferences.
- b. Our organization is continuing to review all employment organizational data related to this category that males are underutilized to identify any issue that may pose a barrier for men. We will review job postings and the advertising methods. We will evaluate the hiring of this category.
- c. Although we are making improvements in attracting males to apply for these open positions we will continue to address the issues that don't allow men to be utilized in this category.

Step 6: Internal Dissemination

1. McDonald County Human Resources Department during each briefings with employees at new hire "orientation" discusses a short form and review the EEOP reference found in the employee handbooks. We are continuing to inform County employees that a copy of the EEOP short form is available to them at the County Clerk's office upon request.
2. A copy of the EEOP Short form will be posted on the McDonald County Web Page for review.
3. HR has also included a written notice in the new county employees handbook explaining how employees can obtain a copy of the EEOP short form.
4. Emails will be sent to those addresses on file to county employees regarding how to obtain a copy of the EEOP short form.

Step 7: External Dissemination

Posters have been displayed throughout HR bulletin boards explaining how to obtain a copy of the EEOP short form.

A listing is also found on the county website on how to obtain the EEOP short form.

Utilization Analysis Chart
Relevant Labor Market: McDonald County, Missouri

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 #/%	4/40%	0/0%	0/0%	0/0%	0/0%	0/0%	1/10%	0/0%	5/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	270/43%	45/7%	0/0%	45/7%	15/2%	0/0%	4/1%	0/0%	215/34%	10/2%	0/0%	0/0%	10/2%	0/0%	15/2%	0/0%
Utilization #/%	-3%	-7%	0%	-7%	-2%	0%	9%	0%	16%	-2%	0%	0%	-2%	0%	-2%	0%
Professionals																
Workforce #/%	1/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/75%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	155/27%	4/1%	0/0%	4/1%	0/0%	0/0%	0/0%	0/0%	370/65%	30/5%	0/0%	4/1%	0/0%	0/0%	4/1%	0/0%
Utilization #/%	-2%	-1%	0%	-1%	0%	0%	0%	0%	10%	-5%	0%	-1%	0%	0%	-1%	0%
Technicians																
Workforce #/%	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%	0/0%
CLS #/%	0/0%	10/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	30/50%	10/17%	0/0%	0/0%	10/17%	0/0%	0/0%	0/0%
Utilization #/%	0%	-17%	0%	0%	0%	0%	0%	0%	-50%	83%	0%	0%	-17%	0%	0%	0%
Protective Services: Sworn-Officials																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	70/56%	20/16%	0/0%	0/0%	0/0%	0/0%	15/12%	0/0%	15/12%	4/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Protective Services: Sworn-Patrol Officers																
Workforce #/%	20/91%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	580/50%	95/8%	20/2%	0/0%	0/0%	0/0%	15/1%	0/0%	375/33%	34/3%	0/0%	18/2%	0/0%	0/0%	8/1%	5/0%
Utilization #/%	40%	-8%	-2%	0%	0%	0%	-1%	0%	-24%	-3%	0%	-2%	0%	0%	-1%	-0%
Protective Services: Non-sworn																
Workforce #/%	8/42%	1/5%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	7/37%	0/0%	0/0%	0/0%	0/0%	0/0%	2/11%	0/0%
CLS #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Utilization #/%																
Administrative Support																

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
Workforce #/%	1/3%	2/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	26/81%	1/3%	0/0%	1/3%	0/0%	0/0%	1/3%	0/0%
CLS #/%	375/26%	14/1%	0/0%	25/2%	0/0%	0/0%	25/2%	0/0%	780/55%	80/6%	15/1%	25/2%	10/1%	0/0%	80/6%	0/0%
Utilization #/%	-23%	5%	0%	-2%	0%	0%	-2%	0%	27%	-2%	-1%	1%	-1%	0%	-2%	0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	490/70%	145/21%	0/0%	0/0%	0/0%	0/0%	4/1%	0/0%	60/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	24/92%	0/0%	0/0%	1/4%	0/0%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,055/37%	465/16%	25/1%	130/5%	0/0%	25/1%	25/1%	0/0%	770/27%	290/10%	0/0%	50/2%	0/0%	25/1%	20/1%	0/0%
Utilization #/%	56%	-16%	-1%	-1%	0%	-1%	3%	0%	-27%	-10%	0%	-2%	0%	-1%	-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
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-Patrol Officers																
Workforce #/%	20/91%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/9%	0/0%	0/0%	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 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]