

EEOP Utilization Report



Tuesday, September 13, 2016

Step 1: Introductory Information

Policy Statement:

Douglas County is dedicated to the principles of Equal Employment Opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age - 40 and over, race, sex, color, religion, national origin, disability, genetic information, veteran status or any other status protected by federal, state or Local law.

This applies to all terms, conditions and privileges of employment including recruitment, selection, compensation, benefits, training, placement, transfer, promotion, termination, leaves of absence, and any other employment-related process or issue.

Also see attached Equal Employment Opportunity/Unlawful Harassment policy from Employee Handbook.

Section II: CORE POLICIES

EQUAL EMPLOYMENT OPPORTUNITY/UNLAWFUL HARASSMENT

Douglas County is dedicated to the principles of Equal Employment Opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age-40 and over, race, sex, color, religion, national origin, disability, genetic information, veteran status or any other status protected by federal, state or local law.

Douglas County is further committed to maintaining a positive working environment free of unlawful harassment and sensitive to the diversity of its employees. In doing so, the County prohibits harassment because of age-40 and over, race, sex, color, religion, national origin, disability, genetic information, veteran status, or any other legally protected status.

This applies to all terms, conditions and privileges of employment including recruitment, selection, compensation, benefits, training, placement, transfer, promotion, termination, leaves of absence, and any other employment-related process or issue.

This policy applies to all employees including managers, supervisors, co-workers, and non-employees such as volunteers, customers, vendors, consultants, citizens, etc. If an employee feels this principle has been violated, refer to the complaint procedure set forth in this section.

The Douglas County EEO Plan can be found on the Human Resources home page on www.douglas.co.us. Additionally, a hard copy is located in the Human Resources Department in the Philip S. Miller Building.

ADA AND RELIGIOUS ACCOMODATION

The County will make reasonable accommodation for qualified individuals with known disabilities and employees whose work requirements interfere with a religious belief, unless doing so would result in an undue hardship to the County or a direct threat.

SEXUAL HARASSMENT

Because sexual harassment raises issues that are to some extent unique in comparison to other harassment, the County believes it warrants separate emphasis. Douglas County strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive-work environment.

Each employee is expected to conduct himself or herself in a professional and business-like manner at all times. Inappropriate sexual conduct, whether or not it actually forms the basis of a claim of sexual harassment, is expressly prohibited by this policy. Such inappropriate sexual conduct may include, but is not limited to, sexually implicit or explicit communications whether m:

- Written form: Such as cartoons, posters, calendars, notes, letters, e-mail, text messages, social media or other forms of electronic communication;
- Verbal form: Such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates;
- Physical gestures and other nonverbal behavior: Such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

This policy applies to all employees including Elected Officials, directors, managers, supervisors, co-workers, and non-employees such as volunteers, customers, clients, vendors, consultants, etc.

IMPORTANT: Any complaint of perceived sexual harassment must be immediately reported to both the Department Official and Human Resources Director.

EEO HARASSMENT COMPLAINT PROCEDURE

If an employee believes there has been a violation of the EEO policy on harassment based on any of the protected classes mentioned above, including sexual harassment, the employee must immediately report the circumstances to either the Department Official or to the Human Resources Department. Posting to social media is not an appropriate method of reporting an incident and may make a situation or concern worse. Also, posting personnel complaints on social media may violate an individual's privacy rights and may result in disciplinary action or even create individual legal liability. Any complaint reported through appropriate County channels will be investigated and kept as confidential as possible under the circumstances, but confidentiality must also be balanced with the County's need to investigate and fully understand the facts behind the alleged misconduct so that appropriate action can be taken.

If, after an investigation, it is determined that an employee's behavior is in violation of this policy, appropriate disciplinary action may be taken against the offending employee.

Douglas County prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If an employee perceives retaliation for making a complaint or as a result of participating in the investigation, immediately report the circumstances to the Human Resources Department. The situation will be promptly investigated.

Step 4b: Narrative Underutilization Analysis

The Human Resources Department finds three areas of underutilization of County employees, cross classified by race, national origin, and sex, to the relevant labor market.

White females are significantly underrepresented in the Service/Maintenance category and Hispanic or Latino females are somewhat underrepresented in the Service/Maintenance category.

Hispanic or Latino males are slightly underrepresented in the Professionals category. The underutilization percentage rate is 2, which is statistically marginal; no action is required.

Although the Utilization Analysis Chart also indicated another area of significant underrepresentation, it corresponds to white males in the Administrative Support job category. Since this is not a minority group, no action is required.

1. Since our last EEOP Short Form report in August of 2014, we posted a total of 19 positions in the Service/Maintenance job category. Some of those postings recruited for more than one opening.
 - a. We received a total of 491 applications for all of the posted positions. Of that number, 27 females applied, 454 males applied, and 10 unknown applied. Using the known gender total of 481, the following statistics apply:
 - 94.39% of applicants were male
 - 5.61% of applicants were female
 - 77.77% of the female applicants were white
 - 14.81% of the female applicants were Hispanic
 - 3.70% of the female applicants were unspecified

2. Since our last EEOP Short Form report in August 2014, we posted a total of 61 positions in the Professionals job category. Some of those postings recruited for more than one opening.
 - a. We received a total of 2,441 applications for all of the posted positions. Of that number, 1269 females applied, 1077 males applied, and 97 unknown applied. Using the known gender total of 2,344, the following statistics apply:
 - 45.95% of applicants were male
 - 54.14% of applicants were female
 - 8.82% of the male applicants were Hispanic
 - 69.07% of the unknown gender applicants were also ethnically unspecified

Positions are posted on our Douglas County Government website, GovernmentJobs.com, and Indeed.com. Additionally, Craigslist.com is used for many Service/Maintenance positions, as well as the ConnectingColorado website. We also advertise on educational institutes and professional organizations' websites, especially for the professional positions.

We will continue to utilize the information available to analyze and monitor the underutilized areas.

Step 5 & 6: Objectives and Steps

1. To encourage females of any nationality to apply for vacancies in the Service/Maintenance job category.
 - a. Human Resources will continue to work with the hiring managers to look for outreach opportunities that will target female applicants in the Service Maintenance category.
 - b. Remind hiring managers and supervisors of our Equal Employment Opportunity practices. During the recruiting process hiring managers and supervisors are provided with a memo that outlines our Equal Employment Opportunity practices.

Step 7a: Internal Dissemination

1. The EEOP Short Form is posted on the Human Resources page on our intranet site, DCNET.
2. Human Resources will maintain a hard copy in a binder in the reception area in their office.
3. The EEOP is included in the New Employee Orientation presentation.

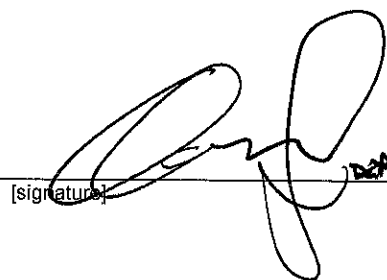
Step 7b: External Dissemination

1. A link to the EEOP is included on the Human Resources home webpage.
2. The following statement is included on our recruitment webpage.

Douglas County is dedicated to the principles of **Equal Employment Opportunity** in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, veteran status or any other status protected by federal, state or local law.

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]

DEPUTY DIRECTOR HUMAN RESOURCES

[title]

09/26/2016

[date]

Utilization Analysis Chart
Relevant Labor Market: Douglas County, Colorado

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 #/%	14/56%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	11/44%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	9,625/54%	760/4%	150/1%	0/0%	330/2%	0/0%	25/0%	5,970/33%	480/3%	135/1%	0/0%	345/2%	0/0%	0/0%	54/0%	4/0%
Utilization #/%	2%	-4%	-1%	0%	-2%	0%	-0%	11%	-3%	-1%	0%	-2%	0%	-0%	-0%	-0%
Professionals																
Workforce #/%	111/40%	1/0%	4/1%	1/0%	2/1%	0/0%	1/0%	142/51%	10/4%	3/1%	3/1%	3/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	8,150/39%	465/2%	210/1%	65/0%	355/2%	0/0%	105/1%	10,205/49%	600/3%	95/0%	40/0%	385/2%	20/0%	20/0%	25/0%	65/0%
Utilization #/%	0%	-2%	0%	0%	-1%	0%	-0%	2%	1%	1%	1%	-1%	-0%	-0%	-0%	-0%
Technicians																
Workforce #/%	48/66%	1/1%	0/0%	1/1%	2/3%	0/0%	2/3%	19/26%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,090/45%	130/5%	125/5%	0/0%	55/2%	0/0%	25/1%	865/36%	95/4%	0/0%	10/0%	35/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	21%	-4%	-5%	1%	0%	0%	2%	-10%	-4%	0%	-0%	-1%	0%	0%	0%	0%
Protective Services: Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	720/76%	30/3%	25/3%	10/1%	0/0%	0/0%	0/0%	115/12%	15/2%	25/3%	0/0%	10/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	145/32%	10/2%	0/0%	0/0%	0/0%	0/0%	0/0%	295/66%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	6/5%	1/1%	0/0%	0/0%	0/0%	0/0%	2/2%	101/77%	13/10%	1/1%	2/2%	3/2%	0/0%	0/0%	2/2%	0/0%
CLS #/%	9,895/32%	1,095/4%	480/2%	30/0%	370/1%	0/0%	120/0%	15,236/50%	2,075/7%	455/1%	120/0%	375/1%	0/0%	0/0%	275/1%	75/0%

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 #/%	-28%	-3%	-2%	-0%	-1%	0%	1%	-0%	27%	3%	-1%	1%	1%	0%	1%	-0%
Skilled Craft																
Workforce #/%	38/84%	5/11%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,785/65%	1,735/24%	100/1%	70/1%	25/0%	0/0%	55/1%	440/6%	75/1%	0/0%	0/0%	35/0%	10/0%	0/0%	0/0%	0/0%
Utilization #/%	20%	-12%	-1%	1%	-0%	0%	-1%	-4%	-1%	0%	0%	-0%	-0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	85/85%	8/8%	0/0%	1/1%	0/0%	0/0%	2/2%	0/0%	4/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,120/33%	2,495/13%	325/2%	55/0%	200/1%	0/0%	85/0%	7,180/38%	1,465/8%	130/1%	65/0%	380/2%	0/0%	0/0%	115/1%	70/0%
Utilization #/%	52%	-5%	-2%	1%	-1%	0%	2%	-34%	-8%	-1%	-0%	-2%	0%	-1%	-0%	-0%



Step 4a of 7

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Utilization Analysis Chart: Two or More Standard Deviations

In evaluating discriminatory practices in the workplace, courts have generally recognized that statistics showing underutilization of qualified employees (classified by race, national origin, or sex) by two standard deviations or more may be significant. Based on the data you provided, the utilization analysis chart below displays only the job categories with underutilization of two or more standard deviations. In the displayed job category, the chart also indicates each particular group (cross-classified by race, national origin, and sex) in which the underutilization by two or more standard deviations occurred.

For information on the use of standard deviations in ensuring equal employment opportunity, please [click here](#)

Job Category	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		✓														
Administrative Support		✓														
Service/Maintenance									✓	✓						