

EEO Utilization Report

Organization Information

Name: Calvert County Board Of Commissioners

City: Prince Frederick

State: MD

Zip: 20678

Type: County/Municipal Government

Step 1: Introductory Information

Policy Statement:

See Attachment A Non-Discrimination Policy

Following File has been uploaded:CCG Nondiscrimination Policy Statement.docx

Step 4b: Narrative of Interpretation

See Attachment B - Narrative Utilization Analysis

Following File has been uploaded:Narrative of Interpretation.docx

Step 5: Objectives and Steps

1. When positions are available, appropriate recruitment efforts will be made to assist in increasing the number of qualified candidates in underutilized job categories. Hiring decisions will be made based upon merit and equal employment opportunity principles to determine the best-qualified applicants.

- a. Review Calvert County Governments current employment application and hiring practices such as job announcements, application screening, oral and performance exams, and reference checking, to ensure that there are no artificial barriers for applicants.
- b. Review compliance with posting requirements to ensure that EEO non-discrimination posters are in public view; that there are procedures for responding to discrimination complaints, and procedures for distributing the Countys sexual harassment and workplace violence policies.
- c. Base all decisions that impact employees, recruitment, hiring, training, development, and promotions entirely on job-related factors.
- d. Continue participation in the following annual job fairs: Calvert County Job Fair, Calvert Career Center Job Fair, Parks and Recreation Job Fair for Teens.
- e. Ensure that Black or African American, Hispanic or Latino, Asian, and female members of Calvert County Government serve on the interview panels.
- f. Provide capability to access public job announcements, employment application, and class specifications through Calvert Countys website.
- g. Disseminate public job announcements via social media, employee newsletter, electronic mail, and local cable channel announcements. Disseminate public job announcements via electronic mail to local organizations to identify qualified minority and female applicants. Organizations on the distribution list include the NAACP, Commission for Women, Concerned Black Men of Calvert County, 10 minority churches, 4 local jurisdictions, 11 educational institutions, and 8 public agencies.
- h. Encourage Departments and employees to participate in training and to utilize our Training Library.
- i. Encourage Departments to ensure EEO principles are followed.
- j. Publicize to employees the availability of Calvert County Governments Tuition Assistance Program.
- k. Ensure Department/Agency Heads, County Administrator, and the Board of County Commissioners are aware of the utilization analysis and objectives.

Step 6: Internal Dissemination

The Department of Human Resources will:

Place on the Department of Human Resources Bulletin Board a notice announcing how to obtain a copy of the EEOP Utilization Report.

Provide hard copies of the EEOP Utilization Report upon request at the Department of Human Resources, 150 Main Street, Suite 101, Prince Frederick, Maryland.

Post the EEOP Utilization Report on Calvert County Governments shared intranet website.

Ensure in-house job announcements state that Calvert County Government is an Equal Opportunity Employer and that we have developed an EEOP Utilization Report available upon request for review.

Provide a copy of the revised EEOP Utilization Report to Department/Agency Heads, County Administrator, Deputy County Administrator and the Board of County Commissioners.

Step 7: External Dissemination

The Department of Human Resources will:

Notify applicants in writing that Calvert County Government has developed an EEOP Utilization Report and that it is

available upon request for review.

Provide hard copies of the EEOP Utilization Report upon request at the Department of Human Resources, 150 Main Street, Suite 101, Prince Frederick, Maryland.

Post a copy of the EEOP Utilization Report on the Department of Human Resources public website.

Make copies of the EEOP Utilization Report available in the reading rooms of local public libraries and at job fairs.

Utilization Analysis Chart
Relevant Labor Market: Calvert County, Maryland

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 #/%	26/45%	0/0%	3/5%	0/0%	1/2%	0/0%	0/0%	0/0%	23/40%	1/2%	4/7%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,240/47%	100/4%	140/5%	0/0%	0/0%	0/0%	0/0%	0/0%	945/36%	50/2%	65/2%	0/0%	40/2%	0/0%	15/1%	25/1%
Utilization #/%	-3%	-4%	-0%	0%	2%	0%	0%	0%	4%	-0%	4%	0%	-2%	0%	-1%	-1%
Professionals																
Workforce #/%	36/57%	0/0%	1/2%	0/0%	2/3%	0/0%	0/0%	0/0%	20/32%	0/0%	4/6%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,130/26%	70/2%	105/2%	0/0%	65/2%	0/0%	20/0%	0/0%	2,355/55%	80/2%	345/8%	0/0%	105/2%	0/0%	10/0%	0/0%
Utilization #/%	31%	-2%	-1%	0%	2%	0%	-0%	0%	-23%	-2%	-2%	0%	-2%	0%	-0%	0%
Technicians																
Workforce #/%	79/39%	3/1%	10/5%	0/0%	0/0%	0/0%	0/0%	0/0%	103/51%	1/0%	6/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	165/31%	0/0%	10/2%	0/0%	10/2%	0/0%	0/0%	0/0%	300/56%	0/0%	35/6%	0/0%	20/4%	0/0%	0/0%	0/0%
Utilization #/%	9%	1%	3%	0%	-2%	0%	0%	0%	-5%	0%	-4%	0%	-4%	0%	0%	0%
Protective Services: Sworn																
Workforce #/%	107/84%	3/2%	11/9%	0/0%	1/1%	0/0%	0/0%	0/0%	6/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	215/45%	50/11%	105/22%	0/0%	0/0%	0/0%	0/0%	0/0%	75/16%	0/0%	30/6%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	38%	-8%	-14%	0%	1%	0%	0%	0%	-11%	0%	-6%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	43/59%	1/1%	11/15%	0/0%	0/0%	0/0%	0/0%	0/0%	8/11%	1/1%	8/11%	0/0%	1/1%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	10/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	15/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	19%	1%	15%	0%	0%	0%	0%	0%	-49%	1%	11%	0%	1%	0%	0%	0%
Administrative Support																
Workforce #/%	30/14%	1/0%	1/0%	0/0%	0/0%	0/0%	0/0%	0/0%	156/71%	2/1%	28/13%	0/0%	1/0%	0/0%	0/0%	0/0%
CLS #/%	1,425/23%	40/1%	220/4%	0/0%	25/0%	0/0%	4/0%	10/0%	3,525/57%	60/1%	690/11%	15/0%	90/1%	0/0%	90/1%	0/0%
Utilization #/%	-9%	-0%	-3%	0%	-0%	0%	-0%	-0%	14%	-0%	2%	-0%	-1%	0%	-1%	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
Skilled Craft																
Workforce #/%	97/50%	1/1%	16/8%	1/1%	1/1%	0/0%	0/0%	0/0%	70/36%	4/2%	3/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,885/74%	135/5%	330/13%	0/0%	55/2%	0/0%	4/0%	0/0%	115/5%	0/0%	15/1%	0/0%	15/1%	0/0%	0/0%	0/0%
Utilization #/%	-24%	-5%	-5%	1%	-2%	0%	-0%	0%	32%	2%	1%	0%	-1%	0%	0%	0%
Service/Maintenance																
Workforce #/%	75/37%	1/0%	50/25%	0/0%	0/0%	0/0%	0/0%	0/0%	43/21%	0/0%	34/17%	1/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,025/30%	115/2%	705/10%	0/0%	15/0%	0/0%	59/1%	0/0%	2,365/35%	270/4%	970/14%	100/1%	100/1%	0/0%	69/1%	0/0%
Utilization #/%	7%	-1%	14%	0%	-0%	0%	-1%	0%	-14%	-4%	2%	-1%	-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		✓	✓						✓		✓					
Protective Services: Non-sworn									✓							
Administrative Support	✓		✓													
Skilled Craft	✓	✓														
Service/Maintenance									✓	✓						

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: Dina M. Davis

Human Resources Deputy Director

09-18-2018

[signature]

[title]

[date]

Calvert County Government

Non-Discrimination Policy

It is the policy of the Board of County Commissioners to comply fully with Federal Government and State regulations with regard to equal employment opportunity. It is, and shall continue to be, the policy of the Board of County Commissioners to provide employment, training, compensation, promotion, and other conditions of employment in the County service based on merit and without regard to age, sex (including pregnancy) (except where age or sex are essential bona fide occupational requirements), sexual orientation, marital status, ancestry or national origin, religion, race, color, genetic information, actual or perceived disability, or gender-related identity or expression.

Calvert County shall continue to direct its employment and personnel practices toward ensuring equal opportunity for everyone in the County service. Therefore, Calvert County intends that all matters related to recruiting, hiring, training, benefits, tuition, grants, compensation, promotion, transfer, layoff, disciplinary action, termination, and all treatment on the job be free from discriminatory practices.

In addition, while it is the policy of Calvert County to apply job-related standards appropriate to each position in the County service and to maintain such standards at a level consistent with effectiveness of the County's operations, it is also the policy to take affirmative action to seek out individuals at any level of the organization whose potential has not been fully met, with the objective of assisting them to reach their full potential and meet job standards. Affirmative action shall include finding additional sources of applicants who can meet minimum job standards, utilizing appropriate training, which shall assist these individuals toward full qualification, and developing programs to assure upward mobility for such qualified individuals.

All County personnel who are responsible for recruiting, hiring, training, supervising, promoting, transferring, and assigning employees are governed by this policy.

Calvert County Government

Department of Human Resources

Narrative Utilization Analysis

The Utilization Analysis is a statistical comparison of the County's workforce by gender and race or ethnicity to the available community labor in Calvert County. The Department of Justice's (DOJ) online automated survey computes the statistical analysis and determines areas of underutilization (or under representation) in the County's workforce in the following job categories: Officials/Administrators, Professionals, Technicians, Sworn Protective Services, Non-Sworn Protective Services, Administrative Support, Skilled Craft, and Service/Maintenance.

The Human Resources Director reviewed the Utilization Analysis (comparing the County's workforce to the relevant labor market), and noted the following underutilization:

White females were underutilized in the following job categories: Professionals (-23%), Sworn Protective Services (-11%), Non-Sworn Protective Services (-49%), and Service/Maintenance (-14%).

Hispanic or Latino females were underutilized in the following job category: Service/Maintenance (-4%).

Black or African American females were underutilized in the following job categories: Technicians (-4%) and Sworn Protective Services (-6%).

Asian females were underutilized in the Technicians (-4%) job category.

White males were underutilized in the following job categories: Administrative Support (-9%) and Skilled Craft (-24%).

Hispanic or Latino males were underutilized in the following job categories: Sworn Protective Services (-8%) and Skilled Craft (-5%).

Black or African American males were underutilized in the following job categories: Sworn Protective Services (-14%) category and Administrative Support (-3%).

In reviewing the EEO Utilization Report that the County submitted to OCR two years ago, we were able to track improvement in the recruitment and retention of White female in the Technicians, Sworn Protective Services, Non-Sworn Protective Services, and Service/Maintenance job categories. Improvement was also evident in the Sworn Protective Services job category for Hispanic or Latino males.

This year's analysis indicates a change of -6% in the utilization of Professional White females compared to the EEO Utilization Report of 2016. Several categories remained flat, showing no change over the prior report: Technicians (Asian females), Sworn Protective Services (Black or African American females), Administrative Support (White males), and Service/Maintenance (Hispanic or Latino females).

The Human Resources Director recognizes the areas of underutilization and will continue to review the County's recruitment and retention policies to ensure our workforce reflects the available community labor in Calvert County.