

EEO Utilization Report

Organization Information

Name: County Of Humboldt

City: EUREKA

State: CA

Zip: 95501

Type: County Attorney General or Prosecutor's Office

Step 1: Introductory Information

Policy Statement:

See attachment

Following File has been uploaded:Equal Employment Opportunity Policy 2016-07-07.pdf

Step 4b: Narrative of Interpretation

White males were significantly under-represented in the following job categories: Professionals (-15%), Protective Services Sworn (-16%), and Administrative Support (-15%). African American/Black males were significantly under-represented in the job category of Technicians (-4%). American Indian/Alaska Native males were significantly under-represented in the Professionals job category (-1%) and Hispanic or Latino males were significantly under-represented in the Service and Maintenance job category (-7%). Additionally, White females were significantly under-represented in the following job categories: Protective Services Non-Sworn (-35%) and Service/Maintenance (-15%). Hispanic or Latino females were under-represented in the Service/Maintenance job category.

African American/Black males and females, Asian males and females, Native Hawaiian males and American Indian or Alaska Native females were not represented in the Officials/Administrators job category. Likewise, Native Hawaiian Other Pacific Islander males and Other females were not represented in the Professional job category.

According to the most recent U.S. Census data, the County of Humboldt, from a community composition perspective, is approximately 83% White, 12% Hispanic or Latino, 6% American Indian, 6% Two or More Races, 3% Asian, and 1% Black or African American. The County of Humboldt strives to be a diverse and welcoming workplace and contends that it is important to analyze and balance any significant under-utilizations with over-utilizations and also understand that we are limited by our applicant pool.

As this is the inaugural EEO Utilization Report that the County has submitted to OCR, the process represents an opportunity to learn more about the composition of our workforce and the potential for under-utilization of certain groups. As our agency processes these data, we will take the necessary steps to ensure that we address any potential significant under-utilization of certain groups.

Step 5: Objectives and Steps

1. To encourage White males, American Indian males, and Other females to apply for vacancies in the Professionals job category.

- a. To achieve this objective, the county will implement an initiative to review, analyze, expand, and monitor various organizational and human resources activities. Specifically, the County's Office of Human Resources will review the composition of the applicant pools for all vacancies in these job categories in the last fiscal year to determine whether White males, American Indian males, and Other females were under-represented.
- b. The County of Humboldt is currently undergoing a diversity, equity, and inclusion initiative that will, in part, analyze hiring practices and procedures. This includes a review of the candidate selection process, interview panel composition, a review where and how the county publishes staffing recruitments and integrating data and analytics to continuously monitor information related to our workforce demographics.
- c. The county will expand outreach efforts that target White males, American Indian males, and Other females applicants in these job categories (e.g., presentations at regional professional conferences, trade associations, job fairs, and educational institutions). Additionally, the county will strive to provide its departments with data and reporting related to hiring decisions periodically throughout the year.
- d. As this is the County of Humboldt's inaugural submission of an EEO Utilization Report, this experience has provided an opportunity for the county to analyze this aggregated data and continue to monitor to ensure that we do not significantly underutilize members of any racial or ethnic group. The County of Humboldt remains committed to ensuring equal opportunity for all its staff.

2. To encourage Hispanic or Latino males and females and White females to apply for vacancies in the Service and Maintenance job category.

- a. To achieve this objective, the county will implement an initiative to review, analyze, expand, and monitor various organizational and human resources activities. Specifically, the County's Office of Human Resources will review the composition of the applicant pools for all vacancies in these job categories in the last fiscal year to determine whether Hispanic or Latino males and females and White females were under-represented.
- b. The County of Humboldt is currently undergoing a diversity, equity, and inclusion initiative that will, in part, analyze hiring practices and procedures. This includes a review of the candidate selection process, interview panel composition, a review where and how the county publishes staffing recruitments and integrating data and analytics to

continuously monitor information related to our workforce demographics.

- c. The county will expand outreach efforts that target Hispanic or Latino males and females and White female applicants in these job categories (e.g., presentations at regional professional conferences, trade associations, job fairs, and educational institutions). Additionally, the county will strive to provide its departments with data and reporting related to hiring decisions periodically throughout the year.
- d. As this is the County of Humboldts inaugural submission of an EEO Utilization Report, this experience has provided an opportunity for the county to analyze this aggregated data and continue to monitor to ensure that we do not significantly underutilize members of any racial or ethnic group. The County of Humboldt remains committed to ensuring equal opportunity for all its staff.

Step 6: Internal Dissemination

1. Distribute an electronic copy of the EEO Utilization Report to the Board of Supervisors, County Administrative Office, and county department heads.
2. Post an electronic copy of the Utilization Report on the county's intranet site.
3. Distribute a communication to all county staff advising that the report is available on the intranet site and that a bound copy of the EEO Utilization Report is available in the Office of Human Resources.

Step 7: External Dissemination

1. Post a copy of the EEO Utilization Report on the Department of Human Resources' public website.
2. Distribute a bound copy of the EEOP Utilization Report to the Office of the Clerk of the Board.
3. Maintain a bound copy in the Office of Human Resources.

Utilization Analysis Chart
Relevant Labor Market: Humboldt 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 #/%	58/45%	2/2%	0/0%	2/2%	0/0%	0/0%	3/2%	0/0%	59/46%	2/2%	0/0%	0/0%	0/0%	0/0%	3/2%	0/0%
CLS #/%	3,715/54%	130/2%	10/0%	90/1%	120/2%	10/0%	15/0%	4/0%	2,210/32%	135/2%	20/0%	360/5%	40/1%	4/0%	54/1%	0/0%
Utilization #/%	-9%	-0%	-0%	0%	-2%	-0%	2%	-0%	14%	-0%	-0%	-5%	-1%	-0%	2%	0%
Professionals																
Workforce #/%	247/23%	17/2%	6/1%	8/1%	10/1%	1/0%	12/1%	0/0%	598/55%	70/6%	23/2%	28/3%	29/3%	0/0%	37/3%	0/0%
CLS #/%	3,475/38%	190/2%	25/0%	140/2%	100/1%	4/0%	40/0%	25/0%	4,355/47%	380/4%	20/0%	175/2%	95/1%	10/0%	125/1%	75/1%
Utilization #/%	-15%	-0%	0%	-1%	-0%	0%	1%	-0%	8%	2%	2%	1%	2%	-0%	2%	-1%
Technicians																
Workforce #/%	56/44%	4/3%	1/1%	1/1%	2/2%	0/0%	0/0%	0/0%	53/41%	6/5%	0/0%	0/0%	2/2%	0/0%	3/2%	0/0%
CLS #/%	460/34%	35/3%	65/5%	50/4%	20/1%	0/0%	0/0%	0/0%	575/42%	25/2%	35/3%	25/2%	45/3%	4/0%	15/1%	0/0%
Utilization #/%	10%	1%	-4%	-3%	0%	0%	0%	0%	-1%	3%	-3%	-2%	-2%	-0%	1%	0%
Protective Services: Sworn																
Workforce #/%	79/59%	8/6%	1/1%	4/3%	3/2%	1/1%	11/8%	0/0%	18/14%	3/2%	1/1%	0/0%	1/1%	0/0%	3/2%	0/0%
CLS #/%	1,145/76%	125/8%	30/2%	35/2%	4/0%	4/0%	15/1%	0/0%	120/8%	0/0%	20/1%	15/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-16%	-2%	-1%	1%	2%	0%	7%	0%	6%	2%	-1%	-1%	1%	0%	2%	0%
Protective Services: Non-sworn																
Workforce #/%	79/40%	26/13%	4/2%	7/4%	5/2%	2/1%	5/2%	0/0%	44/22%	20/10%	3/2%	2/1%	0/0%	0/0%	3/2%	0/0%
Civilian Labor Force #/%	45/43%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	60/57%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-3%	13%	2%	4%	2%	1%	2%	0%	-35%	10%	2%	1%	0%	0%	2%	0%
Administrative Support																
Workforce #/%	68/14%	8/2%	3/1%	5/1%	1/0%	0/0%	3/1%	0/0%	315/65%	33/7%	8/2%	19/4%	7/1%	2/0%	16/3%	0/0%
CLS #/%	4,630/29%	460/3%	95/1%	105/1%	170/1%	15/0%	169/1%	45/0%	8,500/53%	940/6%	60/0%	320/2%	160/1%	60/0%	245/2%	15/0%

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 #/%	-15%	-1%	0%	0%	-1%	-0%	-0%	-0%	11%	1%	1%	2%	0%	0%	2%	-0%
Skilled Craft																
Workforce #/%	35/70%	1/2%	0/0%	2/4%	0/0%	0/0%	3/6%	0/0%	8/16%	0/0%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%
CLS #/%	4,325/80%	455/8%	25/0%	185/3%	25/0%	10/0%	60/1%	0/0%	205/4%	65/1%	0/0%	0/0%	0/0%	0/0%	40/1%	0/0%
Utilization #/%	-10%	-6%	-0%	1%	-0%	-0%	5%	0%	12%	-1%	0%	0%	0%	0%	1%	0%
Service/Maintenance																
Workforce #/%	61/69%	1/1%	1/1%	6/7%	0/0%	1/1%	3/3%	0/0%	16/18%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	7,850/43%	1,520/8%	170/1%	580/3%	215/1%	50/0%	260/1%	100/1%	6,035/33%	870/5%	50/0%	265/1%	235/1%	15/0%	145/1%	4/0%
Utilization #/%	26%	-7%	0%	4%	-1%	1%	2%	-1%	-15%	-5%	-0%	-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
Officials/Administrators												✓				
Professionals	✓			✓												✓
Technicians			✓													
Protective Services: Sworn	✓															
Protective Services: Non-sworn									✓							
Administrative Support	✓															
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: Jeremy M. Clark, Ph.D.

Project Manager, Equal Opportunity Officer 06-01-2021

[signature]

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