

# EEO Utilization Report

## Organization Information

Name: Spotsylvania, County Of

City: Spotsylvania

State: VA

Zip: 22553

Type: County/Municipal Law Enforcement

Mon 11-19-2018 14:52:45 EST

## Step 1: Introductory Information

### **Policy Statement:**

The County of Spotsylvania does not discriminate in employment on the basis of race, color, national origin, religion, gender, age, genetic information, sexual orientation or disability in employment or provision of services. Spotsylvania County is an Equal Opportunity Employer. The county provides equal employment opportunity to employees and applicants without regard to race, color, national origin, religion, gender, age, genetic information, sexual orientation, disability, pregnancy, citizenship or marital status except where such characteristic is a bona fide occupational qualification or disqualification. This EEO policy applies to all employment-related activities; including but not limited to, recruiting, hiring, promotion, compensation, benefits, transfer, layoff, demotion, termination, County-sponsored training, educational leave, social programs, recreational programs, and the use of County property. Any Spotsylvania County local government employee who fails to comply with this policy shall be subject to disciplinary action, up to and including dismissal.

## **Step 4b: Narrative of Interpretation**

The County's Human Resources Department reviewed the Utilization Analysis comparing the County's workforce to the relevant labor market and noted the following:

1. White females were significantly under-represented in the following job categories: Professionals (-16%) and Service Maintenance (-19%)
2. Black females were significantly under-represented in the following job category: Service Maintenance (-9%)
3. White males were significantly under-represented in the following job categories: Protective Services Non-sworn (-40%) and Administrative Support (-21%)
4. Hispanic or Latino males were significantly under-represented in the following job categories: Officials/Administrators (-6%), Protective Services Non-Sworn (-19%) and Skilled Craft (-12%)
5. Black males were significantly under-represented in the following job categories: Protective Services Sworn (-8%), Administrative Support (-6%) and Service/Maintenance (-10%)

## **Step 5: Objectives and Steps**

### **1. To encourage white males to apply for vacancies in the Administrative Support and Protective Services Non-Sworn job categories**

- a. The Human Resources Department will review the composition of the applicant data received for positions in these categories for which the County has posted a job opening in the last fiscal year to determine if white male applicants were under-represented.
- b. The Human Resource Department will review applicant flow data for posted position openings in these categories of the last fiscal year to determine if any step in the selection process may have created an impact which resulted in the screening out of white male employees. Based upon the results of this review, consideration will be made regarding the modification of the selection process.
- c. The Human Resources Department will enhance outreach efforts that target white male applicants in the Protective Services Non-Sworn and Administrative Support job categories. These activities will include utilization of the Virginia Employment Commission, County website, and local paper. Also targeted will be Spotsylvania County High schools, local colleges and universities (Strayer University, Mary Washington University, and Germanna Community College), and continued advertising to reach diverse populations. All recruitment ads will continue to state Equal Opportunity Employer.

### **2. To encourage Hispanic or Latino males to apply for vacancies in the Officials/Administrators, Protective Services Non-Sworn, and Skilled Craft job categories.**

- a. The Human Resources Department will review the composition of the applicant data received for positions in these categories for which the County has posted a job opening in the last fiscal year to determine if Hispanic or Latino male applicants were under-represented.
- b. The Human Resource Department will review applicant flow data for posted position openings in these categories of the last fiscal year to determine if any step in the selection process may have created an impact which resulted in the screening out of Hispanic or Latino male employees. Based upon the results of this review, consideration will be made regarding the modification of the selection process.
- c. The Human Resources Department will enhance outreach efforts that target Hispanic or Latino male applicants in the Office/Administrators, Protective Services Non Sworn, and Skill Craft job categories. These activities will include utilization of the Virginia Employment Commission, County website, and local paper. Also targeted will be Spotsylvania County High schools, local colleges and universities (Strayer University, Mary Washington University, and Germanna Community College), and continued advertising to reach diverse populations. All recruitment ads will continue to state Equal Opportunity Employer.

### **3. To encourage Black Males to apply for vacancies in the Protective Services Sworn, Administrative Support, and Service Maintenance job categories.**

- a. The Human Resources Department will review the composition of the applicant data received for positions in these categories for which the County has posted a job opening in the last fiscal year to determine if Black male applicants were under-represented.

b. The Human Resource Department will review applicant flow data for posted position openings in these categories of the last fiscal year to determine if any step in the selection process may have created an impact which resulted in the screening out of Black male employees. Based upon the results of this review, consideration will be made regarding the modification of the selection process.

c. The Human Resources Department will enhance outreach efforts that target black male applicants in the Protective Services Sworn, Administrative Support and Service Maintenance job categories. These activities will include utilization of the Virginia Employment Commission, County website, and local paper. Also targeted will be Spotsylvania County High schools, local colleges and universities (Strayer University, Mary Washington University, and Germanna Community College), and continued advertising to reach diverse populations. All recruitment ads will continue to state Equal Opportunity Employer.

**4. To encourage white females to apply for vacancies in Professional and Service Maintenance categories.**

a. The Human Resources Department will review the composition of the applicant data received for positions in these categories for which the County has posted a job opening in the last fiscal year to determine if white female applicants were under-represented.

b. The Human Resource Department will review applicant flow data for posted position openings in these categories of the last fiscal year to determine if any step in the selection process may have created an impact which resulted in the screening out of white female employees. Based upon the results of this review, consideration will be made regarding the modification of the selection process.

c. The Human Resources Department will enhance outreach efforts that target white female applicants in the Professionals, and Service Maintenance job categories. These activities will include utilization of the Virginia Employment Commission, County website, and local paper. Also targeted will be Spotsylvania County High schools, local colleges and universities (Strayer University, Mary Washington University, and Germanna Community College), and continued advertising to reach diverse populations. All recruitment ads will continue to state Equal Opportunity Employer.

**5. To encourage black females to apply for vacancies in the Service Maintenance categories.**

a. a. The Human Resources Department will review the composition of the applicant data received for positions in these categories for which the County has posted a job opening in the last fiscal year to determine if black female applicants were under-represented.

b. b. The Human Resource Department will review applicant flow data for posted position openings in these categories of the last fiscal year to determine if any step in the selection process may have created an impact which resulted in the screening out of black female employees. Based upon the results of this review, consideration will be made regarding the modification of the selection process.

c. The Human Resources Department will enhance outreach efforts that target black female applicants in the Service Maintenance job category. These activities will include utilization of the Virginia Employment Commission, County website, and local paper. Also targeted will be Spotsylvania County High schools, local colleges and universities (Strayer University, Mary Washington University, and Germanna Community College), and continued advertising to reach diverse populations. All recruitment ads will continue to state Equal Opportunity Employer.

**Step 6: Internal Dissemination**

The Human Resources Department will post a link to the EEOP Short Form on the Human Resources page of the County Intranet.

The Human Resources Department will issue a mass email to County employees advising them that the form is available for viewing online.

The Human Resources Department will distribute a hard copy of the EEOP Utilization Report to Department Directors. A bound copy of the EEOP Utilization Report will be displayed in the reception area of the Countys Human Resources Department.

**Step 7: External Dissemination**

Spotsylvania County will continue to include an equal employment opportunity statement in all advertising for prospective employees.

The Human Resources Department will post a PDF file of the EEOP Short Form on the County website.

The Human Resources Department will send a bound copy of the EEOP Short Form to the Central Rappahannock Regional Public Library (Snow Branch) to be placed on display in the periodical section for public review.

**Utilization Analysis Chart**  
**Relevant Labor Market: Spotsylvania County, Virginia**

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
<b>Officials/Administrators</b>																
Workforce #/%	45/62%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	24/33%	0/0%	2/3%	0/0%	1/1%	0/0%	0/0%	0/0%
CLS #/%	1,790/50%	225/6%	95/3%	0/0%	30/1%	0/0%	10/0%	0/0%	1,250/35%	0/0%	145/4%	10/0%	30/1%	0/0%	0/0%	15/0%
Utilization #/%	12%	-6%	-3%	1%	-1%	0%	-0%	0%	-2%	0%	-1%	-0%	1%	0%	0%	-0%
<b>Professionals</b>																
Workforce #/%	91/47%	2/1%	5/3%	1/1%	0/0%	0/0%	0/0%	0/0%	73/38%	9/5%	10/5%	1/1%	2/1%	0/0%	0/0%	0/0%
CLS #/%	1,520/31%	100/2%	70/1%	0/0%	80/2%	0/0%	35/1%	0/0%	2,650/53%	69/1%	285/6%	0/0%	145/3%	0/0%	10/0%	0/0%
Utilization #/%	16%	-1%	1%	1%	-2%	0%	-1%	0%	-16%	3%	-1%	1%	-2%	0%	-0%	0%
<b>Technicians</b>																
Workforce #/%	21/68%	0/0%	2/6%	0/0%	1/3%	0/0%	0/0%	0/0%	5/16%	0/0%	1/3%	0/0%	1/3%	0/0%	0/0%	0/0%
CLS #/%	175/33%	40/8%	65/12%	0/0%	0/0%	0/0%	0/0%	0/0%	150/29%	0/0%	85/16%	0/0%	10/2%	0/0%	0/0%	0/0%
Utilization #/%	34%	-8%	-6%	0%	3%	0%	0%	0%	-12%	0%	-13%	0%	1%	0%	0%	0%
<b>Protective Services:</b>																
<b>Sworn</b>																
Workforce #/%	145/73%	8/4%	15/8%	1/1%	1/1%	0/0%	0/0%	0/0%	23/12%	3/2%	1/1%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	420/63%	40/6%	105/16%	0/0%	0/0%	0/0%	0/0%	0/0%	95/14%	0/0%	10/1%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	11%	-2%	-8%	1%	1%	0%	0%	0%	-3%	2%	-1%	1%	0%	0%	0%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	5/10%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	40/78%	1/2%	4/8%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	40/50%	15/19%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	25/31%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-40%	-19%	2%	0%	0%	0%	0%	0%	47%	2%	8%	0%	0%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	6/3%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	154/85%	4/2%	13/7%	0/0%	4/2%	0/0%	0/0%	0/0%
CLS #/%	2,180/24%	125/1%	555/6%	0/0%	65/1%	0/0%	34/0%	15/0%	4,660/52%	395/4%	800/9%	0/0%	90/1%	0/0%	70/1%	55/1%
Utilization #/%	-21%	-1%	-6%	0%	-1%	0%	-0%	-0%	33%	-2%	-2%	0%	1%	0%	-1%	-1%

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
<b>Skilled Craft</b>																
Workforce #/%	67/87%	0/0%	1/1%	3/4%	1/1%	0/0%	0/0%	0/0%	5/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,905/76%	450/12%	255/7%	10/0%	85/2%	0/0%	0/0%	0/0%	50/1%	15/0%	20/1%	0/0%	30/1%	0/0%	0/0%	0/0%
Utilization #/%	11%	-12%	-5%	4%	-1%	0%	0%	0%	5%	-0%	-1%	0%	-1%	0%	0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	43/83%	0/0%	2/4%	1/2%	0/0%	0/0%	0/0%	0/0%	6/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,080/36%	355/4%	1,140/13%	0/0%	80/1%	0/0%	4/0%	0/0%	2,555/30%	350/4%	750/9%	4/0%	100/1%	20/0%	25/0%	40/0%
Utilization #/%	46%	-4%	-10%	2%	-1%	0%	-0%	0%	-19%	-4%	-9%	-0%	-1%	-0%	-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									✓							
Protective Services: Sworn			✓													
Protective Services: Non-sworn	✓	✓														
Administrative Support	✓		✓													
Skilled Craft		✓														
Service/Maintenance			✓						✓							

