

# EEOP Utilization Report

## Yakima County



Mon Oct 24 10:39:13 EDT 2016

## Step 1: Introductory Information

<b>Grant Title:</b>	Smart Pretrial	<b>Grant Number:</b>	2014-DB-BX-0007
<b>Grantee Name:</b>	Yakima County	<b>Award Amount:</b>	\$200,000.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	128 N 2nd Street Yakima, Washington 98901		
<b>Contact Person:</b>	Robyn Berndt	<b>Telephone #:</b>	509-574-2054
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<b>DOJ Grant Manager:</b>	Maria Anderson	<b>DOJ Telephone #:</b>	202-598-7564

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### Policy Statement:

On August 30, 2016, the Board of Yakima County Commissioners signed Resolution 303-2016, adopting revised Policy No HR-003, Yakima County Non-Discrimination and Anti-Harassment Policy, to actively promote its commitment to nondiscrimination and equal opportunity. The purpose of this policy is to provide guidelines to elected officials, county employees and members of the public to help ensure equal access to County services and employment opportunities regardless of a persons age, color, creed, sensory, mental or physical disability, genetic information, marital status, national origin, political belief, race, religion, sex, sexual orientation, and military status, or any other protected status under federal or state statute. Additionally, the policy provides guidelines for identifying, reporting, and resolving claims of discrimination or related retaliation.

## **Step 4b: Narrative Underutilization Analysis**

See Attachment

## **Step 5 & 6: Objectives and Steps**

### **1. Encourage Asian Males to apply for vacancies in the Protective Services-Non-Sworn job category.**

- a. Yakima County Human Resources will review the composition of the applicant pool for all vacancies in this job category in the last calendar year to determine whether Asian Male applicants were under-represented. Yakima County Human Resources will prepare a report of its findings, along with relevant observations and recommendations.
- b. Yakima County Human Resources will review the applicant flow data that it is required to keep under the EEOP regulations for all vacancies in the last calendar year in this job category to determine whether any step in the selection process may have had a significant impact on screening out Asian Male applicants. Yakima County Human Resources will prepare a written report of its findings; and based on the results, consider modifying its candidate selection process.
- c. Yakima County Human Resources will conduct a more detailed workforce analysis to identify particular County departments, offices, or job positions that represent significant underutilization of Asian Males in this job category. The workforce analysis may include interviews with both current and former employees. Based on the results of the analysis, as well as other data collected, Yakima County Human Resources will create a recruitment action plan for implementation by the end of the current calendar year.
- d. Yakima County Human Resources will enhance outreach efforts that target Asian Male applicants in this job category (e.g. presentations at job fairs and educational institutions).

### **2. Encourage Hispanic Males to apply for vacancies in the Service/Maintenance job category**

- a. Yakima County Human Resources will review the composition of the applicant pool for all vacancies in this job category in the last calendar year to determine whether Hispanic Male applicants were under-represented. Yakima County Human Resources will prepare a report of its findings, along with relevant observations and recommendations.
- b. Yakima County Human Resources will enhance outreach efforts that target Hispanic Male applicants in this job category (e.g. presentations at job fairs and educational institutions).
- c. Yakima County Human Resources will review the applicant flow data that it is required to keep under the EEOP regulations for all vacancies in the last calendar year in this job category to determine whether any step in the selection process may have had a significant impact on screening out Hispanic Male applicants. Yakima County Human Resources will prepare a written report of its findings; and based on the results, consider modifying its candidate selection process.
- d. Yakima County Human Resources will conduct a more detailed workforce analysis to identify particular County departments, offices, or job positions that represent significant underutilization of Hispanic Males in this job category. The workforce analysis may include interviews with both current and former employees. Based on the results of the analysis, as well as other data collected, Yakima County Human Resources will create a recruitment action plan for implementation by the end of the current calendar year.

### **3. Encourage White Females to apply for vacancies in the Technicians job category.**

- a. Yakima County Human Resources will review the composition of the applicant pool for all vacancies in this job category in the last calendar year to determine whether White Female applicants were under-represented. Yakima County Human Resources will prepare a report of its findings, along with relevant observations and recommendations.
- b. Yakima County Human Resources will review the applicant flow data that it is required to keep under the EEOP regulations for all vacancies in the last calendar year in this job category to determine whether any step in the selection process may have had a significant impact on screening out White Female applicants. Yakima County Human Resources will prepare a written report of its findings; and based on the results, consider modifying its candidate selection process.
- c. Yakima County Human Resources will conduct a more detailed workforce analysis to identify particular County departments, offices, or job positions that represent significant underutilization of White Females in this job category. The workforce analysis may include interviews with both current and former employees. Based on the results of the analysis, as well as other data collected, Yakima County Human Resources will create a recruitment action plan for

implementation by the end of the current calendar year.

d. Yakima County Human Resources will enhance outreach efforts that target White Female applicants in this job category (e.g. presentations at job fairs and educational institutions).

#### **4. Encourage Hispanic Females to apply for vacancies in the Technician and Service/Maintenance job categories.**

a. Yakima County Human Resources will review the composition of the applicant pool for all vacancies in these job categories in the last calendar year to determine whether Hispanic Female applicants were under-represented.

Yakima County Human Resources will prepare a report of its findings, along with relevant observations and recommendations.

b. Yakima County Human Resources will review the applicant flow data that it is required to keep under the EEOP regulations for all vacancies in the last calendar year in these job categories to determine whether any step in the selection process may have had a significant impact on screening out Hispanic Female applicants. Yakima County Human Resources will prepare a written report of its findings; and based on the results, consider modifying its candidate selection process.

c. Yakima County Human Resources will conduct a more detailed workforce analysis to identify particular County departments, offices, or job positions that represent significant underutilization of Hispanic Females in these job categories. The workforce analysis may include interviews with both current and former employees. Based on the results of the analysis, as well as other data collected, Yakima County Human Resources will create a recruitment action plan for implementation by the end of the current calendar year.

d. Yakima County Human Resources will enhance outreach efforts that target Hispanic Female applicants in these job categories (e.g. presentations at job fairs and educational institutions).

#### **Step 7a: Internal Dissemination**

1. Yakima County will distribute a hard copy of the EEOP Utilization Report for Yakima County to all employees in a supervisory capacity at Yakima County.
2. Yakima County will send an e-mail to all Yakima County employees, to let them know that a copy of the EEOP Utilization Report for Yakima County is available upon request.
3. Yakima County Human Resources will post a PDF file of the EEOP Utilization Report for Yakima County on its website on YCShare, the internal, electronic communication system for the County that only employees can access;
4. Yakima County will post information on County bulletin boards in employee break areas about how to obtain a copy of the EEOP Utilization Report for Yakima County.

#### **Step 7b: External Dissemination**

1. Yakima County Human Resources will post a copy of the EEOP Utilization Report for Yakima County on its public website; and,
2. Yakima County Human Resources will include on all job announcements for Yakima County positions that applicants may obtain a copy of the Yakima County EEOP Utilization Report on request.
3. Yakima County will notify applicants, vendors, and contractors in writing that it has developed an EEOP Utilization Report for Yakima County and that it is available on request for review.

**Utilization Analysis Chart**  
**Relevant Labor Market: Yakima County, Washington**

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 #/%	15/47%	0/0%	0/0%	0/0%	0/0%	1/3%	0/0%	0/0%	14/44%	0/0%	0/0%	0/0%	1/3%	0/0%	1/3%	0/0%
CLS #/%	4,530/53 %	815/10%	0/0%	140/2%	20/0%	0/0%	100/1%	20/0%	2,255/27 %	445/5%	20/0%	95/1%	30/0%	0/0%	30/0%	0/0%
Utilization #/%	-6%	-10%	0%	-2%	-0%	3%	-1%	-0%	17%	-5%	-0%	-1%	3%	0%	3%	0%
<b>Professionals</b>																
Workforce #/%	126/37%	12/4%	0/0%	1/0%	6/2%	0/0%	4/1%	0/0%	142/42%	37/11%	2/1%	4/1%	3/1%	0/0%	4/1%	0/0%
CLS #/%	4,225/33 %	990/8%	30/0%	90/1%	95/1%	0/0%	60/0%	50/0%	5,410/43 %	1,270/10 %	40/0%	70/1%	95/1%	0/0%	185/1%	25/0%
Utilization #/%	4%	-4%	-0%	-0%	1%	0%	1%	-0%	-1%	1%	0%	1%	0%	0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	36/67%	6/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	11/20%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	640/29%	75/3%	0/0%	10/0%	20/1%	0/0%	0/0%	0/0%	880/40%	375/17%	10/0%	90/4%	0/0%	0/0%	110/5%	0/0%
Utilization #/%	38%	8%	0%	-0%	-1%	0%	0%	0%	-19%	-15%	-0%	-4%	0%	0%	-5%	0%
<b>Protective Services: Sworn</b>																
Workforce #/%	41/79%	8/15%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%	2/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	950/62%	235/15%	45/3%	40/3%	0/0%	0/0%	10/1%	0/0%	145/10%	100/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	17%	-0%	-3%	-3%	0%	0%	1%	0%	-6%	-7%	0%	0%	0%	0%	0%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	91/49%	46/25%	7/4%	1/1%	2/1%	0/0%	4/2%	0/0%	21/11%	14/7%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	10/42%	0/0%	0/0%	0/0%	4/17%	0/0%	0/0%	0/0%	10/42%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	7%	25%	4%	1%	-16%	0%	2%	0%	-30%	7%	0%	0%	1%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	17/8%	6/3%	1/0%	0/0%	0/0%	0/0%	0/0%	0/0%	113/56%	54/27%	4/2%	2/1%	2/1%	0/0%	3/1%	0/0%
CLS #/%	5,120/23 %	2,405/11 %	85/0%	25/0%	60/0%	15/0%	110/0%	60/0%	9,770/43 %	4,030/18 %	40/0%	465/2%	155/1%	30/0%	125/1%	35/0%
Utilization #/%	-14%	-8%	0%	-0%	-0%	-0%	-0%	-0%	13%	9%	2%	-1%	0%	-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
<b>Skilled Craft</b>																
Workforce #/%	20/80%	3/12%	2/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,925/60 %	1,705/26 %	0/0%	255/4%	20/0%	0/0%	110/2%	55/1%	295/5%	115/2%	0/0%	45/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	20%	-14%	8%	-4%	-0%	0%	-2%	-1%	-5%	-2%	0%	-1%	0%	0%	0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	77/79%	9/9%	0/0%	1/1%	1/1%	0/0%	0/0%	0/0%	8/8%	1/1%	0/0%	0/0%	0/0%	0/0%	1/1%	0/0%
CLS #/%	8,285/20 %	14,885/36 %	195/0%	615/1%	155/0%	25/0%	255/1%	70/0%	6,725/16 %	9,000/22 %	105/0%	375/1%	230/1%	15/0%	184/0%	55/0%
Utilization #/%	58%	-27%	-0%	-0%	1%	-0%	-1%	-0%	-8%	-21%	-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
Professionals		✓														
Technicians									✓	✓						
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 EEOP Utilization Report.

I have reviewed the foregoing EEOP Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Signed Copy Available at  
Yakima County Human Resources  
128 N. 2<sup>nd</sup> Street, Room B27  
Yakima, WA 98901

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[signature]

[title]

[date]

## **Narrative Underutilization Analysis**

Yakima County reviewed the Utilization Analysis (comparing the workforce of Yakima County to the relevant labor market), and noted the following:

1. White Males were under-represented in Administrative Support (-14%).
2. Hispanic Males were significantly under-represented in Service/Maintenance (-27%).
3. Asian Males were under-represented in Protective Services-Non-Sworn (-16%).
4. White Females were under-represented in the following categories: Technicians (-19%) and Protective Services-Non-Sworn (-30%).
5. Hispanic Females were under-represented in the following categories: Technicians (-15%) and Service/Maintenance (-21%).

In reviewing the EEOP Utilization Report that the County created two years ago, we were able to track:

1. Improvements in the recruitment and retention of White Males in the Administrative Support job categories have been reduced by 2%.
2. Hispanic Males are no longer under-represented in the Protective Services-Sworn or Skilled Craft job categories; however, the number of under-represented in Service/Maintenance has increased from -14% to -27%.
3. Asian Males are now under-represented in the Protective Services-Non-Sworn job categories (-16%).
4. White Females are no longer under-represented in the Protective Services-Sworn or Service/Maintenance job categories; however, the number of under-represented in Technicians has increased from -16% to -19%. Improvements in the recruitment and retention of White Females in the Protective Services-Non-Sworn job categories have been reduced by 55%.
5. Hispanic Females are no longer under-represented in the Protective Services-Sworn job category; however, the number of under-represented in the Technicians job category has increased from -10% to -15% and the Service/Maintenance job category has increased from -14% to -21%.

Yakima County has formulated its current objectives and the steps to achieve them based on the successful recruitment efforts for those job categories that improved and will review the recruitment strategies for those that are newly under-represented or increased in under-representation.