

# EEO Utilization Report

## Organization Information

Name: Yakima County Prosecuting Attorney Office

City: Yakima

State: WA

Zip: 98901

Type: County Attorney General or Prosecutor's Office

## **Step 1: Introductory Information**

### **Policy Statement:**

The Board of Yakima County Commissioners has adopted 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.

Following File has been uploaded:HR 003 Non-Discrimination and Anti-Harassment Policy 05-19.pdf

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

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

At this time, there is no underutilization of minorities or females in the Yakima County Prosecuting Attorneys Office.

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

### **1. Identify any barriers in recruitment that might deter minority women from applying for Administrative Support positions.**

- a. Building on Yakima Countys already established policy to conduct exit interviews with all employees who voluntarily leave Yakima County, Yakima County will review the comments from all females in Administrative Support positions who voluntarily left the Yakima County Prosecuting Attorneys Office in the last twelve months and who had three years of service or less. Based on this research, Yakima County will review how its employment policies may affect the recruitment and retention of female employees in the Administrative Support positions.

## **Step 6: Internal Dissemination**

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

## **Step 7: External Dissemination**

1. Yakima County Human Resources will post a copy of the EEOP Utilization Report for the Yakima County Prosecuting Attorneys Office on its public website; and,
2. Yakima County Human Resources will include on all job announcements for the Yakima County Prosecuting Attorneys Office positions that applicants may obtain a copy of the Yakima County Prosecuting Attorneys Office EEOP Utilization Report on request.
3. The Yakima County Prosecuting Attorneys Office will notify applicants, vendors, and contractors in writing that it has developed an EEOP Utilization Report for the Yakima County Prosecuting Attorneys Office 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 #/%                         | 0/         | 0/                 | 0/                        | 0/                               | 0/    | 0/                                        | 0/                | 0/    | 0/         | 0/                 | 0/                        | 0/                               | 0/     | 0/                                        | 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 #/%                       |            |                    |                           |                                  |       |                                           |                   |       |            |                    |                           |                                  |        |                                           |                   |       |
| <b>Professionals</b>                  |            |                    |                           |                                  |       |                                           |                   |       |            |                    |                           |                                  |        |                                           |                   |       |
| Workforce #/%                         | 21/40%     | 1/2%               | 0/0%                      | 0/0%                             | 4/8%  | 0/0%                                      | 1/2%              | 0/0%  | 22/42%     | 3/6%               | 0/0%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 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 #/%                       | 7%         | -6%                | -0%                       | -1%                              | 7%    | 0%                                        | 1%                | -0%   | -1%        | -4%                | -0%                       | -1%                              | -1%    | 0%                                        | -1%               | -0%   |
| <b>Technicians</b>                    |            |                    |                           |                                  |       |                                           |                   |       |            |                    |                           |                                  |        |                                           |                   |       |
| Workforce #/%                         | 0/         | 0/                 | 0/                        | 0/                               | 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 #/%                       |            |                    |                           |                                  |       |                                           |                   |       |            |                    |                           |                                  |        |                                           |                   |       |
| <b>Protective Services: Sworn</b>     |            |                    |                           |                                  |       |                                           |                   |       |            |                    |                           |                                  |        |                                           |                   |       |
| Workforce #/%                         | 0/         | 0/                 | 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 #/%                       |            |                    |                           |                                  |       |                                           |                   |       |            |                    |                           |                                  |        |                                           |                   |       |
| <b>Protective Services: Non-sworn</b> |            |                    |                           |                                  |       |                                           |                   |       |            |                    |                           |                                  |        |                                           |                   |       |
| Workforce #/%                         | 0/         | 0/                 | 0/                        | 0/                               | 0/    | 0/                                        | 0/                | 0/    | 0/         | 0/                 | 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 #/%                       |            |                    |                           |                                  |       |                                           |                   |       |            |                    |                           |                                  |        |                                           |                   |       |
| <b>Administrative Support</b>         |            |                    |                           |                                  |       |                                           |                   |       |            |                    |                           |                                  |        |                                           |                   |       |
| Workforce #/%                         | 0/0%       | 1/3%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 10/31%     | 19/59%             | 0/0%                      | 1/3%                             | 0/0%   | 0/0%                                      | 1/3%              | 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 #/%                       | -23%       | -8%                | -0%                       | -0%                              | -0%   | -0%                                       | -0%               | -0%   | -12%       | 41%                | -0%                       | 1%                               | -1%    | -0%                                       | 3%                | -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 #/%              | 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 #/%            |            |                    |                           |                                  |        |                                           |                   |       |            |                    |                           |                                  |        |                                           |                   |       |
| <b>Service/Maintenance</b> |            |                    |                           |                                  |        |                                           |                   |       |            |                    |                           |                                  |        |                                           |                   |       |
| Workforce #/%              | 0/         | 0/                 | 0/                        | 0/                               | 0/     | 0/                                        | 0/                | 0/    | 0/         | 0/                 | 0/                        | 0/                               | 0/     | 0/                                        | 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 #/%            |            |                    |                           |                                  |        |                                           |                   |       |            |                    |                           |                                  |        |                                           |                   |       |

### 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 |
| <b>Administrative Support</b> | ✓     |                    |                           |                                  |       |                                           |                   |       |        |                    |                           |                                  |       |                                           |                   |       |

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: Judith Kendall

HR Senior Manager

08-15-2019

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