

EEO Utilization Report

Organization Information

Name: County Of Jefferson

City: Hillsboro

State: MO

Zip: 63050

Type: County/Municipal Law Enforcement

Step 1: Introductory Information

Policy Statement:

Section 120.020. Equal Employment Opportunity Policy.

[Ord. No. 11-0218 §§12, 6-28-2011; Ord. No. 13-0364 §1, 9-9-2013]

A. Policy.

1. It is the policy of Jefferson County to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or status as a Vietnam era or special disabled veteran in accordance with applicable Federal law. In addition, it is the policy of the County to comply with all applicable State and local laws governing non-discrimination in employment in each locality in which it has employees.
2. This policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, termination, recall, transfer, leaves of absence, compensation and training. Employment decisions are based on individual merit, ability and related performance.

Following File has been uploaded: EEO Pages from Codified Personnel Administration.pdf

Step 4b: Narrative of Interpretation

The County's Department of Administrative Services, including the Human Resource Department, has reviewed the Utilization Analysis charts (comparing the County's workforce to the relevant labor market).

The Department noted:

1. White males were under-represented in the job category of Administrative Support (-27%)
2. White females were under-represented in the following job categories; Protective Services: Sworn-Patrol Officers (-23%) and Protective Services: Non-Sworn (-36%).

Step 5: Objectives and Steps

- 1. To continue to encourage white males to apply for vacancies in the Administrative Support Category.**
 - a. The Human Resource Department has continued to increase the outreach of posting vacant positions in an attempt to reach a wider range of applicants. This includes posting jobs to internet job boards such as indeed.com and jobs.mo.gov as well as publications including East-West Gateway and local news publications as deemed necessary.
 - b. The Human Resource Manager, in consultation with the Director of Administration, will review the applicant flow data from the last two (2) years to determine whether any step in the selection process for these positions may have had a significant impact on screening out white male applicants. If necessary, the Human Resource Manager will consider modifying the candidate selection process as a result.
 - c. The Human Resource Manager will review all employment organizational data related to the Administrative Support category to identify any issues that may pose barriers for white men in Administrative Support.
- 2. To continue to encourage white females to apply for vacancies in the Protective Services: Sworn-Patrol Officers category.**
 - a. The Jefferson County Sheriff's Office Policy and Procedure Order Number 100.100 states that it is the policy of the Jefferson County Sheriff's Office to maintain a personnel function responsible for the administration of personnel, recruitment, selection and career development policies, which shall be reviewed to evaluate the progress toward objectives every three (3) years and revised as needed by the Sheriff or his designee.
- 3. To continue to encourage white females to apply for vacancies in the Protective Services: Non-Sworn category.**
 - a. Within the previous year, the Human Resource Manager has consulted with the leadership of the Juvenile Department to provide guidance on expanding the reach of the job vacancy postings within the Juvenile Department. Additionally, the Director of Administration and the Human Resource Manager have consulted with the Juvenile leadership to revise the job requirements of these positions to attract additional qualified candidates.
 - b. The Human Resource Manager will review all employment organizational data related to the Protective Service: Non-Sworn category available to the County Human Resource Department and identify any issues that may pose barriers for white females.
 - c. The Jefferson County Sheriff's Office Policy and Procedure Order Number 100.100 states that it is the policy of the Jefferson County Sheriff's Office to maintain a personnel function responsible for the administration of personnel, recruitment, selection and career development policies, which shall be reviewed to evaluate the progress toward objectives every three (3) years and revised as needed by the Sheriff or his designee.

Step 6: Internal Dissemination

1. The Human Resource Department will post a copy of the EEOP Utilization Report on the County's Intranet site.
2. The Human Resource Department will keep a bound copy of the EEOP Utilization Report on display in the Office of Administrative Services in the Administration Center and also in the office of the County Executive.

Step 7: External Dissemination

1. The Human Resource Department will post a copy of the EEOP Utilization Report on the public County website.
2. The Human Resource Department will include a statement on the external job page of the County website that applicants may obtain a copy of the County's EEOP Utilization Report upon request from the Human Resource Department.

Utilization Analysis Chart
Relevant Labor Market: Jefferson County, Missouri

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	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators															
Workforce #/%	29/56%	1/12%	1/12%	0/0%	0/0%	0/0%	0/0%	0/0%	20/38%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,215/57%	70/11%	50/11%	4/0%	0/0%	0/0%	10/0%	0/0%	2,145/38%	0/0%	85/2%	15/0%	0/0%	0/0%	0/0%
Utilization #/%	-2%	1%	1%	-0%	0%	-0%	0%	0%	0%	0%	-2%	2%	0%	0%	-0%
Professionals															
Workforce #/%	21/45%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	25/53%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,605/34%	4/0%	45/1%	4/0%	40/1%	20/0%	0/0%	0/0%	4,745/61%	80/1%	100/11%	0/0%	25/0%	10/0%	45/1%
Utilization #/%	11%	-0%	-1%	-0%	-1%	-0%	0%	0%	-8%	1%	-1%	0%	-0%	-0%	-1%
Technicians															
Workforce #/%	19/76%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/24%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	480/34%	0/0%	0/0%	0/0%	15/1%	0/0%	10/1%	0/0%	905/64%	10/1%	4/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	42%	0%	0%	-1%	0%	-1%	0%	-1%	0%	-40%	-1%	-0%	0%	0%	0%
Protective Services:															
Sworn-Officials															
Workforce #/%	24/100%	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%	0/0%
CLS #/%	530/78%	0/0%	60/9%	0/0%	0/0%	0/0%	0/0%	0/0%	90/13%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	22%	0%	-9%	0%	0%	0%	0%	0%	-13%	0%	0%	0%	0%	0%	0%
Protective Services: Non-sworn															
Workforce #/%	93/89%	2/22%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	8/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	6,355/65%	130/11%	75/11%	0/0%	0/0%	0/0%	54/1%	0/0%	3,015/31%	85/1%	10/0%	0/0%	19/0%	0/0%	85/1%
Utilization #/%	25%	1%	-1%	0%	1%	0%	-1%	0%	-23%	-1%	-0%	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	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Utilization #/%	34%	0%	0%	0%	0%	2%	0%	0%	-36%	0%	0%	0%	0%	0%	0%
Administrative Support															
Workforce #/%	6/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	140/95%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,110/31%	75/11%	60/0%	10/0%	10/0%	0/0%	60/0%	0/0%	8,790/64%	85/1%	95/1%	25/0%	120/11%	0/0%	4/0%
Utilization #/%	-27%	-1%	-0%	-0%	-0%	0%	-0%	0%	31%	-1%	-1%	-0%	-1%	0%	-0%
Skilled Craft															
Workforce #/%	88/98%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,775/92%	100/2%	15/0%	10/0%	0/0%	15/0%	10/0%	300/55%	20/0%	0/0%	0/0%	4/0%	0/0%	0/0%	0/0%
Utilization #/%	6%	-2%	-0%	-0%	-0%	0%	-0%	-0%	-3%	-0%	0%	0%	-0%	0%	0%
Service/Maintenance															
Workforce #/%	33/49%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	33/49%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	7,995/50%	210/1%	155/1%	30/0%	95/1%	0/0%	85/1%	4/0%	6,855/43%	170/1%	70/0%	10/0%	130/1%	10/0%	60/0%
Utilization #/%	-1%	-1%	-1%	-0%	-1%	0%	-1%	-0%	6%	0%	-0%	-0%	-1%	-0%	-0%

Significant Underutilization Chart

Job Categories	Male						Female						
	White	Hispanic or Latino	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Protective Services: Sworn-Patrol Officers													
Protective Services: Non-sworn													
Administrative Support	✓												

Law Enforcement Category Rank Chart

Job Categories	Male						Female						
	White	Hispanic or Latino	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Undersheriff													
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Captain													
Workforce #/%	2/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenant													
Workforce #/%	3/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeant													
Workforce #/%	8/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Corporal													
Workforce #/%	10/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services:													
Sworn-Patrol Officers													
Workforce #/%	93/89%	2/2%	0/0%	0/1%	1/1%	0/0%	0/0%	8/8%	0/0%	0/0%	0/0%	0/0%	0/0%

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: Kenneth B. Waller

County Executive

09-05-2018

[signature]

[title]

[date]

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (Equal Employment Opportunity Program) Requirements

Recipient's Name:	County Of Jefferson		
Address:	729 Maple Street, Hillsboro, MO, 63050		
Recipient Type:	Direct Recipient	Law Enforcement Agency:	Yes
DUNS Number:	079779856	Vendor Number (only if direct recipient):	436001827
Name of Contact Person:	Nicole Hillemeyer	Title of Contact Person:	Human Resource Manager
Telephone Number:	636-797-5563	E-Mail Address:	nhillemeyer@jeffcomo.org
Subrecipients:	No		

Acknowledgement of EEOP Data Collection, Maintenance and Submission Requirements

I, **Kenneth B. Waller** (*authorized official*), acknowledge that **County Of Jefferson** (*recipient organization*) has an obligation to develop and submit an EEOP Utilization Report to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice (OCR) for **2018** (*fiscal year*). I understand the regulatory obligations under 28 C.F.R. Section 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.

By accepting financial assistance subject to the civil rights provisions of the Safe Streets Act, **County Of Jefferson** (*organization*) is on notice that at some future date, during the active award period, the OCR may request any of the employment data noted in the EEOP regulations. I understand that in the context of an administrative investigation of an employment discrimination complaint, failure to produce employment data required for a comprehensive EEOP may allow the OCR to draw an adverse inference based on the data's absence.

Kenneth B. Waller, County Executive

Kenneth B. Waller

8/28/2018

Print or Type Name and Title

Signature

Date