

EEO Utilization Report

Organization Information

Name: Wayne County Commissioners

City: Wooster

State: OH

Zip: 44691

Type: County/Municipal Government

Section 1: EEO Policy Statement

Policy Statement:

It is the policy of the Wayne County Board of Commissioners, Wayne County, Ohio, to provide employment, training, compensation levels, transfer or promotion opportunities, and all other aspects of employment without regard to sex, race, color, religion, national origin, age, or for qualified handicapped individuals, disabled veterans, or Vietnam Era veterans.

When hiring or promotion activity occurs, and in those job categories where we have identified under-utilization, we will take affirmative action to seek out qualified applicants without regard to sex, race, color, religion, national origin, age, handicap, or veteran status.

In Wayne County, all terms and conditions of employment are and will continue to be established based on the individual's qualifications and ability to perform the job.

Barb Winey is hereby designated the Equal Employment Opportunity Officer of the Wayne County Board of Commissioners and will be responsible for communicating and implementing this policy.

Section 5: Narrative Interpretation of Data

The County reviewed the Utilization Analysis Chart (comparing the County's workforce to the relevant labor market) and noted that there is under-utilization in two or more areas.

RACE: The Hispanic/Latino population is the only population related to race where there is under-utilization. The chart shows a 4% underutilization in Service/Maintenance jobs and 44% underutilization in Protective Services/Non-Sworn jobs. Wayne County recognizes that there has been an increase in the Hispanic/Latino population recently, but also recognizes the difficulty to increase these numbers when the underutilized race rarely applies for jobs within the underutilized categories. Wayne County is committed to increasing these numbers.

GENDER: Surprisingly, the male gender is under-utilized by more than 15% in the following job categories: Officials/Administrators, Professionals, and Technicians. The male gender is also under-utilized in the Administrative Support category, but this is not surprising as most applicants in this job category are female, due to the nature of the job. Wayne County is committed to increasing these numbers.

Wayne County is committed to providing equal employment opportunities to both men and women, regardless of sex, race, or national origin. For this reason, we will continue to monitor these groups and categories which have been targeted with underutilization. Additionally, all possible measures to increase these groups and categories will be considered and implemented.

Section 6: Objectives and Steps

1. OUR OBJECTIVE IS TO PROVIDE EQUAL EMPLOYMENT OPPORTUNITIES FOR ALL RACES, BUT SPECIFICALLY FOR THE HISPANIC/LATINO RACE, WHEN OUR ORGANIZATION FILLS VACANCIES THAT BECOME AVAILABLE IN ALL JOB CATEGORIES.

- a. **PERIODIC REVIEW:** Our agency will review utilization data on a periodic basis to identify any adverse effect in personnel processes for minorities and genders.
- b. **HIRING:** Our agency will monitor and evaluate applicant forms, referral efforts, job descriptions, job titles, interviews, test administration and validity, and other selection procedures to ensure compliance with the County's equal employment opportunity policy.
- c. **TRANSFERS/PROMOTIONS:** Our agency will monitor our employment policies and practices to make sure that lateral and vertical movement of minority and male employees does not occur at a lower rate than that of non-minority or female employees.
- d. **DEMOTIONS/TERMINATIONS:** Our agency will take affirmative action efforts to ensure that there is not a disproportionate ratio in the demotion or termination of either minorities or gender.
- e. **TRAINING PROGRAMS:** All employees, including minorities and all genders, are given equal opportunity to participate in job-specific training programs, depending on the particular training activity, need, or subject, without discrimination because of race, color, religion, national origin, age, sex, handicap, or veteran status.
- f. **TRANSPORTATION:** The availability of adequate transportation has not impeded the employment of minority or any gender of employees to any significant degree. The County does not provide transportation or maintain subsidized housing for any of its employees.
- g. **TECHNICAL REQUIREMENTS:** Our agency is in compliance with technical requirements such as poster display, application retention, subcontractor notification, etc.
- h. **CONFLICT RESOLUTION:** Management and employees are available to assist in the resolution of problems. Management has and will continue to take prompt action to prevent harassment and maintain a positive work environment.

2. OUR OBJECTIVE IS TO PROVIDE EQUAL EMPLOYMENT OPPORTUNITIES FOR VACANCIES THAT TEND TO LEAN TOWARDS ONE GENDER OR THE OTHER.

- a. **PERIODIC REVIEW:** Our agency will review utilization data on a periodic basis to identify any adverse effect in personnel processes for minorities and genders.
- b. **HIRING:** Our agency will monitor and evaluate applicant forms, referral efforts, job descriptions, job titles, interviews, test administration and validity, and other selection procedures to ensure compliance with the County's equal employment opportunity policy.
- c. **TRANSFERS/PROMOTIONS:** Our agency will monitor our employment policies and practices to make sure that lateral and vertical movement of minority and male employees does not occur at a lower rate than that of non-minority or female employees.
- d. **DEMOTIONS/TERMINATIONS:** Our agency will take affirmative action efforts to ensure that there is not a disproportionate ratio in the demotion or termination of either minorities or gender.
- e. **TRAINING PROGRAMS:** All employees, including minorities and all genders, are given equal opportunity to participate in job-specific training programs, depending on the particular training activity, need, or subject, without discrimination because of race, color, religion, national origin, age, sex, handicap, or veteran status.
- f. **TRANSPORTATION:** The availability of adequate transportation has not impeded the employment of minority or any gender of employees to any significant degree. The County does not provide transportation or maintain subsidized housing for any of its employees.
- g. **TECHNICAL REQUIREMENTS:** Our agency is in compliance with technical requirements such as poster display, application retention, subcontractor notification, etc.
- h. **CONFLICT RESOLUTION:** Management and employees are available to assist in the resolution of problems. Management has and will continue to take prompt action to prevent harassment and maintain a positive work environment.

Section 7: Dissemination Strategy: Internal

- 1 - Wayne County's affirmative action policy is stated as part of the Wayne County Personnel Policy Manual (Section 1.07).
- 2 - The County's affirmative action plan will be updated annually with the assistance of key supervisors and employees.
- 3 - A copy of the EEO Utilization Report will be distributed to Elected Officials and Department Heads, asking them to notify their employees that this report is available upon request.
- 4 - When employees are featured in our employee publications, minorities and both genders will also be pictured, if applicable.

Section 7: Dissemination Strategy: External

- 1 - Notifying the appropriate recruiting sources of the County's policy concerning equal employment opportunity and affirmative action and informing them that it is available, upon request. The County communicates its commitment to equal employment opportunity by recruitment advertising through the regular media.
- 2 - Notifying applicants and contractors of the County's policy concerning equal employment opportunity and affirmative action and informing them that it is available, upon request.
- 3 - Posting a copy of the Report on the recipient's public website.
- 4 - All Help Wanted advertisements will carry the notice Wayne County is an Equal Opportunity Employer, and this designation is to be included in recruiting brochures and literature.

Utilization Analysis Chart
Relevant Labor Market: Wayne County
, Ohio

| 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 #/% | 41/41% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 57/58% | 0/0% | 1/1% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 3,755/61% | 10/0% | 40/1% | 4/0% | 80/1% | 0/0% | 30/0% | 2,075/34% | 75/1% | 40/1% | 0/0% | 35/1% | 0/0% | 15/0% |
| Utilization #/% | -20% | -0% | -1% | -0% | -1% | 0% | -0% | 24% | -1% | 0% | 0% | -1% | 0% | -0% |
| Professionals | | | | | | | | | | | | | | |
| Workforce #/% | 26/19% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 106/79% | 1/1% | 1/1% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 3,230/37% | 160/2% | 160/2% | 0/0% | 170/2% | 0/0% | 40/0% | 4,855/55% | 40/0% | 65/1% | 0/0% | 45/1% | 0/0% | 50/1% |
| Utilization #/% | -17% | -2% | -2% | 0% | -2% | 0% | -0% | 24% | 0% | 0% | 0% | -1% | 0% | -1% |
| Technicians | | | | | | | | | | | | | | |
| Workforce #/% | 14/45% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 17/55% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 4,705/62% | 110/1% | 70/1% | 0/0% | 25/0% | 0/0% | 45/1% | 2,435/32% | 75/1% | 30/0% | 0/0% | 65/1% | 0/0% | 35/0% |
| Utilization #/% | -17% | -1% | -1% | 0% | -0% | 0% | -1% | 23% | -1% | -0% | 0% | -1% | 0% | -0% |
| Protective Services: | | | | | | | | | | | | | | |
| Sworn | | | | | | | | | | | | | | |
| Workforce #/% | 49/82% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 11/18% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 320/71% | 4/1% | 0/0% | 0/0% | 0/0% | 0/0% | 20/4% | 90/20% | 15/3% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 10% | -1% | 0% | 0% | 0% | 0% | -4% | -2% | -3% | 0% | 0% | 0% | 0% | 0% |
| Protective Services: Non-sworn | | | | | | | | | | | | | | |
| Workforce #/% | 24/62% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 15/38% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 50/40% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 15/12% | 55/44% | 0/0% | 0/0% | 4/3% | 0/0% | 0/0% |
| Utilization #/% | 21% | 0% | 0% | 0% | 0% | 0% | 0% | 26% | -44% | 0% | 0% | -3% | 0% | 0% |
| Administrative Support | | | | | | | | | | | | | | |
| Workforce #/% | 13/12% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 93/87% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 1/1% |
| CLS #/% | 3,490/34% | 60/1% | 30/0% | 0/0% | 4/0% | 0/0% | 35/0% | 6,435/62% | 65/1% | 85/1% | 10/0% | 55/1% | 0/0% | 140/1% |
| Utilization #/% | -21% | -1% | -0% | 0% | -0% | 0% | -0% | 25% | -1% | -1% | -0% | -1% | 0% | -0% |
| Skilled Craft | | | | | | | | | | | | | | |

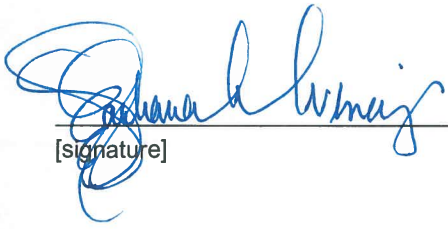
| Job Categories | Male | | | | | | | Female | | | | | | |
|----------------------------|-----------|--------------------|---------------------------|----------------------------------|-------|---|-------------------------|-----------|--------------------|---------------------------|----------------------------------|-------|---|-------------------------|
| | 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 |
| Workforce #/% | 7/100% | 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% |
| CLS #/% | 4,385/90% | 25/1% | 70/1% | 0/0% | 15/0% | 0/0% | 45/1% | 320/7% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 10% | -1% | -1% | 0% | -0% | 0% | -1% | -7% | 0% | 0% | 0% | 0% | 0% | 0% |
| Service/Maintenance | | | | | | | | | | | | | | |
| Workforce #/% | 46/46% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 52/53% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 1/1% |
| CLS #/% | 8,205/54% | 535/4% | 130/1% | 15/0% | 20/0% | 0/0% | 165/1% | 5,555/37% | 105/1% | 170/1% | 0/0% | 70/0% | 0/0% | 210/1% |
| Utilization #/% | -8% | -4% | -1% | -0% | -0% | 0% | -1% | 16% | -1% | -1% | 0% | -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 | ✓ | | | | | | | | | | | | | |
| 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 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.



[signature]

HR Director

[title]

2/28/24

[date]