

EEO Utilization Report

Organization Information

Name: Beaver County

City: Beaver Falls

State: PA

Zip: 15010

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

Beaver County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, national origin, age, disability or genetics. In addition to federal law requirements, Beaver County complies with applicable state and local laws governing non-discrimination in employment in all satellite facilities with Beaver County. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Step 4b: Narrative of Interpretation

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

1. White males were under-represented in the following job categories: Protective Services Sworn (-23%), Administrative Support (-24%). This underutilization does not require affirmative action.
2. White females were significantly under-represented in the following job categories: Protective Services: Non-Sworn (-37%) which was a reduction from the 2020 report of (-41%), Service/Maintenance (-37%) which was an increase from 2020 report of (-27%).
3. Hispanic or Latino females were under-represented in the following job category: Protective Services: Non-Sworn (-5%) which remained the same as 2020 report.

Step 5: Objectives and Steps

1. Encourage White Females to apply for vacancies in Protective Services: Non-Sworn and Service/Maintenance job Categories.

- a. The Human Resources (HR) Office will conduct a detailed workforce analysis to identify County Departments that represent underutilization of White females.
- b. HR will develop a plan to educate department heads on the importance of recruitment of underutilized members.
- c. HR will use a multitude of strategies to recruit including: Job Fairs within the community, social media, the County's website and Educational Institutions/
- d. The County will focus on the internship program to try and attract underutilized groups.

2. Encourage Hispanic/Latino females to apply for vacancies in the Protective: Non-Sworn Category

- a. The Human Resources (HR) Department will work with County department heads to develop a recruitment plan to recruit and retain underutilized groups.
- b. HR will use a multitude of strategies to recruit including: Job Fairs, social media, the County's website, educational institutions, Association of Latino Professionals in America, Hispanic Chamber of Commerce, Latino Community Center of Pittsburgh, Local Area job sites.
- c. HR may interview both current and former employees after the workflow analysis is reviewed.

Step 6: Internal Dissemination

1. Beaver County will distribute hard copies of the EEOP utilization report to all managers, supervisors and department directors.
2. Employees will be notified that a copy of the EEOP utilization report is available upon request in Human Resources.
3. The EEOP utilization report will be posted on the County intranet site for in house communication.
4. The County will provide copies of the EEOP utilization Report in Human Resources upon request.

Step 7: External Dissemination

1. The EEOP utilization report will be posted on the County internet public website.
2. Job announcements will include a notice that applicants can obtain a copy of the EEOP utilization report in Human Resources.
3. The County will notify any community member such as vendors or other businesses that the EEOP Utilization report is available upon request in Human Resources.
4. The County will provide copies of the EEOP utilization Report in Human Resources upon request.

Utilization Analysis Chart
Relevant Labor Market: Beaver County, Pennsylvania

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 #/%	50/55%	0/0%	2/2%	0/0%	0/0%	0/0%	0/0%	0/0%	33/36%	1/1%	4/4%	0/0%	0/0%	0/0%	1/1%	0/0%
CLS #/%	2,945/57%	25/0%	70/1%	0/0%	20/0%	0/0%	0/0%	0/0%	1,975/38%	15/0%	50/1%	35/1%	4/0%	0/0%	10/0%	0/0%
Utilization #/%	-2%	-0%	1%	0%	-0%	0%	0%	0%	-2%	1%	3%	-1%	-0%	0%	1%	0%
Professionals																
Workforce #/%	52/34%	2/1%	1/1%	1/1%	0/0%	0/0%	0/0%	0/0%	90/58%	0/0%	4/3%	0/0%	0/0%	0/0%	4/3%	0/0%
CLS #/%	3,535/38%	55/1%	65/1%	0/0%	20/0%	0/0%	8/0%	4/0%	5,205/56%	80/1%	185/2%	0/0%	60/1%	0/0%	19/0%	0/0%
Utilization #/%	-5%	1%	-0%	1%	-0%	0%	-0%	-0%	2%	-1%	1%	0%	-1%	0%	2%	0%
Technicians																
Workforce #/%	3/25%	0/0%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%	7/58%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	610/31%	0/0%	4/0%	10/1%	0/0%	0/0%	0/0%	0/0%	1,260/65%	34/2%	20/1%	0/0%	0/0%	0/0%	4/0%	0/0%
Utilization #/%	-6%	0%	-0%	8%	0%	0%	0%	0%	-7%	-2%	7%	0%	0%	0%	-0%	0%
Protective Services:																
Sworn																
Workforce #/%	108/64%	2/1%	11/7%	0/0%	0/0%	0/0%	2/1%	0/0%	40/24%	2/1%	4/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	830/87%	0/0%	20/2%	0/0%	0/0%	0/0%	0/0%	0/0%	60/6%	15/2%	30/3%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-23%	1%	4%	0%	0%	0%	1%	0%	17%	-0%	-1%	0%	0%	0%	0%	0%
Protective Services: Non-Sworn																
Workforce #/%	65/49%	1/1%	11/8%	0/0%	0/0%	0/0%	3/2%	0/0%	40/30%	1/1%	11/8%	0/0%	0/0%	0/0%	2/1%	0/0%
Civilian Labor Force #/%	50/28%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	120/67%	10/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	21%	1%	8%	0%	0%	0%	2%	0%	-37%	-5%	8%	0%	0%	0%	1%	0%
Administrative Support																
Workforce #/%	15/7%	0/0%	1/0%	0/0%	0/0%	0/0%	0/0%	0/0%	196/86%	2/1%	11/5%	1/0%	1/0%	0/0%	2/1%	0/0%
CLS #/%	4,605/30%	45/0%	205/1%	0/0%	20/0%	0/0%	44/0%	0/0%	9,635/64%	50/0%	485/3%	4/0%	20/0%	0/0%	40/0%	10/0%

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
	Utilization #/%	Workforce #/%	CLS #/%	Utilization #/%	Workforce #/%	CLS #/%	Utilization #/%	Workforce #/%	CLS #/%	Utilization #/%	Workforce #/%	CLS #/%	Utilization #/%	Workforce #/%	CLS #/%	Utilization #/%
Skilled Craft	-24%	-0%	-1%	0%	-0%	0%	0%	0%	22%	1%	2%	0%	0%	0%	1%	-0%
Service/Maintenance	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/88%	0/0%	0/0%	0/0%	1/12%	0/0%	0/0%	0/0%	0/0%
	5,795/92%	20/0%	135/2%	0/0%	0/0%	0/0%	4/0%	265/4%	0/0%	0/0%	25/0%	0/0%	0/0%	0/0%	29/0%	0/0%
	-92%	-0%	-2%	0%	0%	0%	-0%	83%	0%	0%	-0%	12%	0%	0%	-0%	0%
Service/Maintenance	37/95%	1/3%	1/3%	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%
	10,285/55%	35/0%	600/3%	0/0%	0/0%	0/0%	100/1%	6,905/37%	50/0%	545/3%	0/0%	0/0%	45/0%	0/0%	105/1%	0/0%
	40%	2%	-1%	0%	-0%	0%	-1%	-37%	-0%	-3%	0%	0%	-0%	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
Protective Services: Sworn	✓															
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.

Certified As Final By: Tammy Jones

HR Director

12-02-2022

[signature]

[title]

[date]