

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:

Policy Purpose:

Beaver County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, 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.

Following File has been uploaded:EEOC policy.docx

Step 4b: Narrative of Interpretation

The county's Human Resource 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 (-22%) but the percentage has reduced from the 2017 EEOP. Underutilized for Administrative Support (-20%) Also a reduction from the 2017 EEOP. Underutilization does not require affirmative action.
2. White females were significantly under-represented in the following job categories: Protective Services Non Sworn (-41%) this percentage increased from previous report. Service and Maintenance (-27%) this percentage remained the same.
- 3 Hispanic or Latino females were under-represented in the following job category: Protective Services Non Sworn (-5%) This category is a new underrepresentation from last report. We will formulate specific objectives and steps to track a successful program to recruit, screen and hire the under represented population for the Protective Services Non Sworn and Service and Maintenance.

Step 5: Objectives and Steps

1. To encourage and promote underutilized represented categories to apply for vacancies in the Protective Services: Non-Sworn and Service and Maintenance Job categories

- a. The County will encourage/increase recruitment for underutilized categories.
- b. The County will recruit at community events such as colleges, schools and post vacancies at community locations.
- c. The County will provide equal employment to all applicants and continue to review the recruitment process to eliminate barriers.
- d. The County will continue to attempt to search qualified referral sources.
- e. When openings occur in job categories of underutilized representation, we will notify referral sources of such openings, advertise at locations and request qualified referrals.

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-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 the community, 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 #/%	38/48%	0/0%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%	34/43%	1/1%	3/4%	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 #/%	-9%	-0%	1%	0%	-0%	0%	0%	0%	5%	1%	3%	-1%	-0%	0%	1%	0%
Professionals																
Workforce #/%	53/33%	2/1%	3/2%	1/1%	0/0%	0/0%	1/1%	0/0%	91/56%	0/0%	8/5%	0/0%	0/0%	0/0%	3/2%	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 #/%	-6%	1%	1%	1%	-0%	0%	1%	-0%	-0%	-1%	3%	0%	-1%	0%	2%	0%
Technicians																
Workforce #/%	2/18%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	8/73%	0/0%	1/9%	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 #/%	-13%	0%	-0%	-1%	0%	0%	0%	0%	8%	-2%	8%	0%	0%	0%	-0%	0%
Protective Services: Sworn																
Workforce #/%	100/65%	2/1%	7/5%	0/0%	1/1%	0/0%	2/1%	0/0%	37/24%	1/1%	3/2%	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 #/%	-22%	1%	2%	0%	1%	0%	1%	0%	18%	-1%	-1%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	81/55%	0/0%	15/10%	0/0%	0/0%	0/0%	2/1%	0/0%	38/26%	1/1%	8/5%	0/0%	0/0%	0/0%	1/1%	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 #/%	28%	0%	10%	0%	0%	0%	1%	0%	-41%	-5%	5%	0%	0%	0%	1%	0%
Administrative Support																
Workforce #/%	25/11%	0/0%	1/0%	0/0%	0/0%	0/0%	0/0%	0/0%	193/84%	1/0%	9/4%	0/0%	2/1%	0/0%	0/0%	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 #/%	-20%	-0%	-1%	0%	-0%	0%	-0%	0%	20%	0%	1%	-0%	1%	0%	-0%	-0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	5,795/92%	20/0%	135/2%	0/0%	0/0%	0/0%	30/0%	4/0%	265/4%	0/0%	25/0%	0/0%	0/0%	0/0%	29/0%	0/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	33/82%	1/2%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	4/10%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%
CLS #/%	10,285/55%	35/0%	600/3%	0/0%	45/0%	0/0%	100/1%	40/0%	6,905/37%	50/0%	545/3%	0/0%	45/0%	0/0%	105/1%	0/0%
Utilization #/%	28%	2%	-1%	0%	-0%	0%	-1%	-0%	-27%	-0%	-3%	2%	-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 Assistant Director

08-07-2020

[signature]

[title]

[date]

CERTIFICATION FORM

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

Recipient's Name:	Beaver County		
Address:	1040 8th Ave., Beaver Falls, PA, 15010		
Recipient Type:	Direct Recipient	Law Enforcement Agency:	No
DUNS Number:	068754019	Vendor Number (only if direct recipient):	256001010
Name of Contact Person:	Tammy Jones	Title of Contact Person:	HR Assistant Director
Telephone Number:	(724)-770-4414	E-Mail Address:	tjones@beavercountypa.gov
Subrecipients:	No		

Acknowledgement of EEOP Data Collection, Maintenance and Submission Requirements

I, **Tammy Jones** (*authorized official*), acknowledge that **Beaver County** (*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 **2020** (*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, **Beaver County** (*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.

Tammy Jones, HR Assistant Director *Tammy Jones* 8/7/2020

Print or Type Name and Title Signature Date

