

# EEOP Utilization Report



Tue Sep 22 18:22:06 EDT 2015

## Step 1: Introductory Information

<b>Grant Title:</b>	Grants to Encourage Arrest Policies and Enforcement of Protection Orders	<b>Grant Number:</b>	2011-WE-AX-0014
<b>Grantee Name:</b>	Jackson County	<b>Award Amount:</b>	\$948,408.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	10 South Oakdale Ave. Medford, Oregon 97501		
<b>Contact Person:</b>	Ashlei Richmond	<b>Telephone #:</b>	541-774-6011
<b>Contact Address:</b>	10 South Oakdale Ave. Medford, Oregon 97501		
<b>DOJ Grant Manager:</b>	Suzanne Pugliese	<b>DOJ Telephone #:</b>	202-305-1660

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<b>Grant Title:</b>	Second Chance Act Treatment and Justice Collaboration	<b>Grant Number:</b>	2014-RW-BX-0010
<b>Grantee Name:</b>	Jackson County	<b>Award Amount:</b>	\$567,100.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	10 South Oakdale Ave. Medford, Oregon 97501		
<b>Contact Person:</b>	Ashlei Richmond	<b>Telephone #:</b>	541-774-6011
<b>Contact Address:</b>	10 South Oakdale Ave. Medford, Oregon 97501		
<b>DOJ Grant Manager:</b>	Jennifer Lewis	<b>DOJ Telephone #:</b>	202-305-8064

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### Policy Statement:

It is the policy of Jackson County to provide equal employment opportunity in County government for all persons; to prohibit discrimination in employment on the basis of race, color, sex, national origin, religion, age, marital status or disability; and, to promote the full utilization of all incumbent employees in the County. Jackson County will follow this policy in recruitment, hiring, promotion into all classifications, compensation, benefits, transfers, assignments, tours of duty, shifts, layoffs, returns from layoff, demotions, terminations, training, educational leave, social and recreational programs, and use of County facilities. It is not the intent of this policy to permit or require the lowering of bona fide job requirements or qualification standards to give preference to any employee or applicant for employment; however, we will take positive affirmative measures in accordance with the prevailing Federal and state law to recruit minorities, females, and persons with disabilities to all levels of County government.

Any employee of Jackson County who fails to comply with this policy is subject to appropriate disciplinary action.

## **Step 4b: Narrative Underutilization Analysis**

A comparison of Jackson County's workforce to the community labor statistics for Jackson County indicated underutilization of women and minorities in some areas.

1. White males were under-represented in the Professionals -12% and Administrative Support -28% categories.
2. White females were under-represented in the Technicians category -17%.

Although the Utilization Analysis indicated instances of under-representation, the actual numbers of employees in these job categories made it difficult to draw any reliable conclusions regarding underutilizations. Also, the community labor statistics show that the population of Black, Asian, Native Hawaiian or Other Pacific Islander, American Indian or Alaska Native, and Two or more races are diminutive in Jackson County. Although these populations are diminutive, Jackson County welcomes the opportunity to increase its utilization of females and males in each of the recognized categories.

In reviewing the EEO Short Form that Jackson County submitted to the Office of Civil Rights in 2013, we were able to track improvements in the recruitment and retention of White males in the Protective Services-Sworn and Skilled Craft categories; White females in the Officials/Administrators category; and, Hispanic or Latino in the Administrative Support category. Jackson County has formulated our current objectives and the steps to achieve them based on our successful recruitment efforts over the last two years.

## **Step 5 & 6: Objectives and Steps**

### **1. Because underutilized is expressed in some category, it is Jackson County's objective to increase representation by trying to attract qualified applicants for these positions.**

- a. Jackson County will continue to apply its successful recruitment strategies to increase employment for women and minorities through education, advertisement and awareness.

### **2. Jackson County continues to seek to improve in its employment of women and minorities.**

- a. Human Resources/Risk Management will enhance outreach efforts that target individuals in the under-represented categories. (e.g. representation at job fairs and educational institutes).

## **Step 7a: Internal Dissemination**

Jackson County will continue to conspicuously post the Equal Employment Opportunity Plan on bulletin boards throughout the County.

Jackson County will continue to post the Equal Employment Opportunity Plan on the County's employees' website, JC Central.

Jackson County will continue to inform all new employees about the Equal Employment Opportunity Plan, and how they may obtain a copy, at the new employee orientation.

## **Step 7b: External Dissemination**

Jackson County will continue to include the statement "Women, Minorities and Disabled Encouraged to Apply" and "Equal Opportunity Employer" on employment ads.

Jackson County will continue to include the statement "Jackson County is an Equal Opportunity Employer" on job postings.

Jackson County will continue to post the Equal Employment Opportunity Plan on its public website.

Jackson County will continue to include on job announcements, and post on the County's public job board, information explaining how applicants and members of the public may obtain a copy of the Equal Opportunity Plan.

**Utilization Analysis Chart**  
**Relevant Labor Market: Jackson County, Oregon**

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 #/%	40/50%	0/0%	1/1%	2/2%	0/0%	0/0%	2/2%	0/0%	33/41%	2/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,915/50%	245/2%	0/0%	0/0%	65/1%	0/0%	115/1%	0/0%	3,895/40%	315/3%	50/1%	15/0%	110/1%	4/0%	75/1%	15/0%
Utilization #/%	-0%	-2%	1%	2%	-1%	0%	1%	0%	2%	-1%	-1%	-0%	-1%	-0%	-1%	-0%
<b>Professionals</b>																
Workforce #/%	72/27%	6/2%	1/0%	3/1%	2/1%	0/0%	1/0%	0/0%	165/61%	11/4%	0/0%	2/1%	2/1%	0/0%	6/2%	0/0%
CLS #/%	5,005/39%	130/1%	0/0%	25/0%	125/1%	15/0%	80/1%	0/0%	6,810/53%	415/3%	0/0%	20/0%	185/1%	4/0%	104/1%	10/0%
Utilization #/%	-12%	1%	0%	1%	-0%	-0%	-0%	0%	8%	1%	0%	1%	-1%	-0%	1%	-0%
<b>Technicians</b>																
Workforce #/%	38/58%	2/3%	0/0%	0/0%	0/0%	0/0%	5/8%	0/0%	19/29%	1/2%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%
CLS #/%	940/42%	40/2%	0/0%	30/1%	20/1%	0/0%	10/0%	0/0%	1,025/46%	60/3%	0/0%	15/1%	20/1%	0/0%	65/3%	0/0%
Utilization #/%	15%	1%	0%	-1%	-1%	0%	7%	0%	-17%	-1%	0%	-1%	-1%	0%	-1%	0%
<b>Protective Services: Sworn</b>																
Workforce #/%	81/72%	2/2%	1/1%	3/3%	0/0%	0/0%	7/6%	0/0%	17/15%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	955/75%	75/6%	0/0%	35/3%	10/1%	0/0%	40/3%	15/1%	135/11%	4/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-3%	-4%	1%	-0%	-1%	0%	3%	-1%	5%	1%	0%	0%	0%	0%	0%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	9/75%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	60/43%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	75/54%	4/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	32%	0%	0%	0%	0%	0%	0%	0%	-29%	-3%	0%	0%	0%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	5/3%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	132/83%	6/4%	1/1%	2/1%	3/2%	0/0%	9/6%	0/0%
CLS #/%	7,975/31%	585/2%	140/1%	30/0%	65/0%	30/0%	115/0%	15/0%	14,615/58%	1,155/5%	0/0%	30/0%	80/0%	10/0%	465/2%	45/0%

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 #/%	-28%	-2%	-1%	-0%	-0%	-0%	-0%	-0%	25%	-1%	1%	1%	2%	-0%	4%	-0%
<b>Skilled Craft</b>																
Workforce #/%	23/79%	0/0%	0/0%	0/0%	0/0%	0/0%	4/14%	0/0%	2/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,675/82%	800/10%	25/0%	95/1%	10/0%	25/0%	100/1%	25/0%	315/4%	19/0%	0/0%	0/0%	0/0%	0/0%	20/0%	0/0%
Utilization #/%	-3%	-10%	-0%	-1%	-0%	-0%	13%	-0%	3%	-0%	0%	0%	0%	0%	-0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	23/82%	0/0%	0/0%	0/0%	0/0%	0/0%	1/4%	0/0%	4/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	11,760/44%	2,750/10%	100/0%	115/0%	180/1%	45/0%	165/1%	30/0%	8,965/34%	1,825/7%	25/0%	110/0%	245/1%	15/0%	295/1%	75/0%
Utilization #/%	38%	-10%	-0%	-0%	-1%	-0%	3%	-0%	-19%	-7%	-0%	-0%	-1%	-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
<b>Professionals</b>	✓															
<b>Technicians</b>									✓							
<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 EEOP Utilization Report.

I have reviewed the foregoing EEOP Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Ashlei Richmond

HR/Risk Program Coordinator

09-22-2015

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