



U.S. Department of Justice

Office of Justice Programs

Office for Civil Rights

Washington, D.C. 20531

June 17, 2022

Jill Monroe
Program Coordinator II
Jackson County
10 S Oakdale St
Medford, OR 97501

Re: Equal Employment Opportunity Plan (EEOP) Utilization Report for Jackson County, 22-OCR-0469

Dear Ms. Monroe,

The Office for Civil Rights, Office of Justice Programs, has reviewed and approved the Equal Employment Opportunity Plan (EEOP) Utilization Report that you submitted in accordance with the grant conditions set forth by either the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), Juvenile Justice and Delinquency Prevention Act of 1974, the Victims of Crime Act of 1984 or their implementing regulations. The approval of your EEOP Utilization Report is effective for two years from the date of this letter, and satisfies the EEOP reporting requirement for all open Department of Justice (DOJ) awards during the two-year period.

Your organization may, however, have additional civil rights compliance requirements if it receives funding from grant programs other than the ones listed above. For example, if your organization is a recipient of funding from the Office on Violence Against Women (OVW), your organization's non-discrimination policies and practices should also include prohibitions on discrimination on the bases of actual or perceived sexual orientation and gender identity.

If you have any questions regarding this matter, please contact the Office for Civil Rights at (202) 307-0690.

Sincerely,

X *Michael L. Alston*

Michael L. Alston

Director

Signed by: MICHAEL ALSTON

EEO Utilization Report

Organization Information

Name: Jackson County

City: Medford

State: OR

Zip: 97501

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

Jackson County is committed to being an Equal Employment Opportunity employer and complying with the Americans with Disabilities Act. Our commitment includes providing a respectful working environment that includes an inclusive, diverse, and an equal employment opportunity environment free of unlawful discrimination, harassment, and retaliation. This commitment is made by Jackson County in accordance with applicable Federal, State, and Local laws and regulations.

Following File has been uploaded:Policy 5-47d EqualEmploymentOpportunity.pdf

Step 4b: Narrative of Interpretation

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

1. White men were under-represented in the Professional category by -9%, Protective Services sworn category by -9%, and Administrative Support category by -25%.
2. White females were under-represented in the Office/Administrators category by -7%, Technicians category by -19%, Protected Services: non-sworn category by -47% and Service/Maintenance category by -15%.
3. Hispanic/Latino females were under-represented in the Service/Maintenance category by -7%.

Although the Utilization Analysis indicated other 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 Report Form that Jackson County submitted to the Office of Civil Rights in 2019, we were able to track improvements in the recruitment and retention of White males in the Administrative Support category and females in the Technicians category. Jackson County has formulated our current objective and the steps to achieve successful recruitment and retention results, and showed improvements. However, due to the pandemic overall applicant numbers were lower impacted over the last two years.

Step 5: Objectives and Steps

1. Improve representation in underutilized areas: White Males in Professional, Protective Services: sworn, and Administrative Support categories; White Females in Officials/Administrators, Technician and Protective Services: non-sworn categories; and Hispanic Females in Services/Maintenance category.

- a. Step 1. Identify particular county departments, offices, and job positions that contribute to the underutilization categories and expand outreach for related job postings.
- b. Step 2. Continue online outreach to and in-person visits to career fairs and events at community colleges and universities to encourage students for internships, summer work, and employment with the County. Target Klamath Falls, Ashland, Medford, and surrounding areas.
- c. Step 3. Continue to partner with local employment agencies (e.g., Barrett Business Services, confident Staffing, Personnel Source, WorkSource Oregon, and the Employment Department) that provide career path training for job seekers and help them to explore job opportunities.
- d. Step 4. Expand usage of social media platforms to broaden outreach of job and career opportunities.
- e. Step 5. Continue to attend Police academy recruiting days.
- f. Step 6. For Professional and Official/Administrator categories, expand outreach to state and western region professional and local government associations and continue to advertise in local, national, and trade magazines.

Step 6: 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 Countys employee 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 New Employee Orientation.

Step 7: 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, www.jacksoncounty.org.

Jackson County will continue to include on job announcements, and post on the Countys public job board, information explaining how applicants and members of the public may obtain a copy of the EEO 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
Officials/Administrators																
Workforce #/%	40/66%	0/0%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	20/33%	0/0%	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 #/%	16%	-2%	0%	0%	1%	0%	-1%	0%	-7%	-3%	-1%	-0%	-1%	-0%	-1%	-0%
Professionals																
Workforce #/%	62/29%	7/3%	1/0%	3/1%	1/0%	0/0%	2/1%	0/0%	117/55%	11/5%	0/0%	1/0%	2/1%	0/0%	5/2%	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 #/%	-9%	2%	0%	1%	-0%	-0%	0%	0%	3%	2%	0%	0%	-0%	-0%	2%	-0%
Technicians																
Workforce #/%	48/59%	4/5%	0/0%	0/0%	0/0%	0/0%	3/4%	0/0%	22/27%	2/2%	0/0%	1/1%	0/0%	0/0%	1/1%	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 #/%	17%	3%	0%	-1%	-1%	0%	3%	0%	-19%	-0%	0%	1%	-1%	0%	-2%	0%
Protective Services: Sworn																
Workforce #/%	70/67%	5/5%	2/2%	1/1%	1/1%	0/0%	2/2%	0/0%	21/20%	2/2%	0/0%	0/0%	1/1%	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 #/%	-9%	-1%	2%	-2%	0%	0%	-1%	-1%	9%	2%	0%	0%	1%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	11/79%	1/7%	0/0%	0/0%	0/0%	0/0%	1/7%	0/0%	1/7%	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 #/%	35%	7%	0%	0%	0%	0%	7%	0%	-47%	-3%	0%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	9/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	105/78%	11/8%	0/0%	4/3%	1/1%	0/0%	5/4%	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 Latin ^o	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 #/%	-25%	-2%	-1%	-0%	-0%	-0%	-0%	-0%	20%	4%	0%	3%	0%	-0%	2%	-0%
Skilled Craft																
Workforce #/%	18/78%	2/9%	0/0%	0/0%	0/0%	0/0%	3/13%	0/0%	0/0%	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 #/%	-4%	-1%	-0%	-1%	-0%	-0%	12%	-0%	-4%	-0%	0%	0%	0%	0%	-0%	0%
Service/Maintenance																
Workforce #/%	23/70%	2/6%	1/3%	0/0%	0/0%	0/0%	1/3%	0/0%	6/18%	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 #/%	26%	-4%	3%	-0%	-1%	-0%	2%	-0%	-15%	-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
Professionals	✓															
Technicians									✓							
Protective Services: Sworn	✓															
Administrative Support	✓															

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: Jill Monroe

Project/Program Coordinator II

10-18-2021

[signature]

[title]

[date]