

EEO Utilization Report

Organization Information

Name: Dallas County Commission

City: Selma

State: AL

Zip: 36701

Type: County/Municipal Government (not law enforcement)

Wed 08-05-2020 12:52:20 EDT

Step 1: Introductory Information

Policy Statement:

Dallas County is an equal opportunity employer. Dallas County does not discriminate in employment decisions or policies in violation of law on the basis of race, color, national origin, creed, religion, sex, age, marital status, physical or mental disability, genetic information, gender, or status as an honorably discharged veteran, or any other class protected by federal, state or local law. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, reduction in force, recall, transfer, leaves of absence, compensation and training.

Following File has been uploaded: Personnel Policy - Revised Policy EEO.docx

Step 4b: Narrative of Interpretation

The Dallas County Commission Human Resources Department 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: Administrative Support (-21%) and Service/Maintenance (-16%).
2. White females were under-represented in Protective Service-Non Sworn (-38%).
3. Black males were under-represented in Administrative Support (-21%).
4. Black females were under-represented in Service/Maintenance (-27%).
5. Although not statistically significant, White females (-7%) and Black or African American females (-10%) were under-represented in Protective Service - Sworn.

Step 5: Objectives and Steps

1. To encourage White Females to apply for vacancies in the Protective Services, Non-Sworn job category and White Females and Black or African American Females to apply for Vacancies in Protective Services, Sworn job category.

- a. The Human Resources (HR) Department will review the composition of the applicant pool for all vacancies in these job categories in the last fiscal year to determine whether White Females and Black or African American Females were under-represented.
- b. The HR Department will review the applicant flow data to determine whether any step in the selection process for these positions may have had a significant impact on screening out White Female and Black or African American Female applicants.
- c. The HR Department will conduct an analysis to identify county departments that have significant under-representation of White Females and Black or African American Females in these categories and alert department managers of the need to recruit White Females and Black or African American Females for vacancies. Within the next six months, the HR department will also interview current and former female employees in these categories in an effort to ascertain additional recruitment opportunities and strategies.
- d. Based on data obtained, the HR Department will enhance outreach efforts within the next six months that target White Female and Black or African American Female applicants in these job categories to include posting of open positions with the Selma Career Center, Wallace Community College Selma and participation in those organizations' job fairs, when such gatherings are again allowed and investigation of other recruitment opportunities.

2. To encourage White Males and Black or African American Males to apply for vacancies in the Administrative Support job category.

- a. The Human Resources (HR) Department will review the composition of the applicant pool for all vacancies in this job category in the last fiscal year to determine whether White Males and/or Black or African American Males were under-represented.
- b. The HR Department will review the applicant flow data to determine whether any step in the selection process for these positions may have had a significant impact on screening out White Males or Black or African American Males.
- c. The HR Department will conduct an analysis to identify County departments that have significant under-representation of White Males and/or Black or African American males in this category and alert department managers of the need to recruit White and Black or African American males for vacancies.
- d. Based on the data obtained, the HR Department will enhance outreach efforts within the next six months that target White Male and Black or African American Males in this job category, to include posting of all Administrative Support openings with the Selma Career Center and Wallace Community College Selma and participating in the organizations' job fairs when such gatherings are allowed again.

3. To encourage White Males and Black or African American Females to apply for vacancies in the Service/Maintenance job category.

- a. The Human Resources (HR) Department will review the composition of the applicant pool for all vacancies in the Service/Maintenance job category in the last fiscal year to determine whether White Males and/or Black or African

American Females were under-represented.

b. The HR Department will review the applicant flow data to determine whether any step in the selection process for these positions may have had a significant impact on screening out White Male or Black or African American Female applicants.

c. The HR Department will conduct an analysis to identify county departments that have significant under-representation of White Males and/or Black or African American Females in this category and alert department managers of the need to recruit White males and Black or African American Females for vacancies.

d. Based on the data obtained, the HR Department will enhance outreach efforts within the next six months that target White Male and Black or African American Female applicants in this job category to include posting of open positions with the Selma Career Center and participation in local job fairs when such gatherings are allowed again.

Step 6: Internal Dissemination

1. The County will distribute a hard copy of the EEO Utilization Report to all Department Heads with instructions to inform all employees that a copy of the EEO Utilization report is available on request.

2. The compliance board currently outside the Human Resources Office will display a copy of the EEO Utilization Report with information indicating accessibility to the report in the HR Office or on the external website.

3. Hard copies of the EEO Utilization Report will be available in the HR Office.

Step 7: External Dissemination

1. The Human Resources Department has a written statement on all job announcements of its equal opportunity policies.

2. The EEO Utilization Report will be posted on the County's external website which is available to the public.

3. The County will keep a hard copy of the EEO Utilization Report available for reading in the HR Department reception area.

Utilization Analysis Chart
Relevant Labor Market: Dallas County, Alabama

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 #/%	4/25%	0/0%	5/31%	0/0%	0/0%	0/0%	0/0%	0/0%	3/19%	0/0%	4/25%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	535/44%	10/1%	205/17%	0/0%	10/1%	0/0%	10/1%	0/0%	190/16%	0/0%	245/20%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-19%	-1%	14%	0%	-1%	0%	-1%	0%	3%	0%	5%	0%	0%	0%	0%	0%
Professionals																
Workforce #/%	2/20%	0/0%	3/30%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/50%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	290/13%	4/0%	260/11%	4/0%	0/0%	0/0%	0/0%	0/0%	675/30%	35/2%	965/42%	0/0%	40/2%	0/0%	0/0%	0/0%
Utilization #/%	7%	-0%	19%	-0%	0%	0%	0%	0%	-30%	-2%	8%	0%	-2%	0%	0%	0%
Technicians																
Workforce #/%	0/0%	0/0%	2/50%	0/0%	0/0%	0/0%	0/0%	0/0%	2/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	70/17%	0/0%	15/4%	0/0%	0/0%	0/0%	0/0%	0/0%	210/51%	0/0%	115/28%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-17%	0%	46%	0%	0%	0%	0%	0%	-1%	0%	-28%	0%	0%	0%	0%	0%
Protective Services:																
Sworn																
Workforce #/%	18/64%	0/0%	9/32%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	200/45%	0/0%	155/35%	0/0%	0/0%	0/0%	0/0%	0/0%	30/7%	0/0%	60/13%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	19%	0%	-3%	0%	0%	0%	0%	0%	-7%	0%	-10%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	2/4%	0/0%	24/52%	0/0%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%	19/41%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	0/0%	0/0%	15/60%	0/0%	0/0%	0/0%	0/0%	0/0%	10/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	4%	0%	-8%	0%	0%	0%	0%	0%	-38%	0%	41%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	14/30%	0/0%	33/70%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	745/21%	0/0%	440/13%	0/0%	0/0%	0/0%	0/0%	0/0%	1,120/32%	10/0%	1,160/33%	0/0%	4/0%	0/0%	10/0%	10/0%
Utilization #/%	-21%	0%	-13%	0%	0%	0%	0%	0%	-2%	-0%	37%	0%	-0%	0%	-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 #/%	3/19%	0/0%	13/81%	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 #/%	815/50%	64/4%	595/36%	10/1%	0/0%	0/0%	0/0%	115/7%	0/0%	35/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-31%	-4%	45%	-1%	0%	0%	0%	-7%	0%	-2%	0%	0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	0/0%	0/0%	28/90%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	955/16%	50/1%	2,070/35%	4/0%	40/1%	0/0%	0/0%	495/8%	0/0%	2,160/37%	0/0%	0/0%	20/0%	0/0%	10/0%	0/0%
Utilization #/%	-16%	-1%	55%	-0%	-1%	0%	0%	-8%	0%	-27%	0%	0%	-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
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: Elizabeth Russell

Human Resources Director

07-11-2020

[signature]

[title]

[date]