

EEO Utilization Report

Organization Information

Name: Dallas County Commission

City: Selma

State: AL

Zip: 36701

Type: County/Municipal Government (not law enforcement)

Fri May 26 16:18:06 EDT 2017

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.

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 categories: Administrative Support (-19%) and Service/Maintenance (-16%).
2. White females were under-represented in Protective Service - Non Sworn (-38%).
3. Black females were under-represented in Service/Maintenance (-27%).

Step 5: Objectives and Steps

1. 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) Dept. 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 Black or African American Females were under-represented.
- b. The HR Dept. 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 Dept. will conduct an analysis to identify county departments that have significant under-representation of White Males or Black or African American Females in this category.
- d. Based on data obtained, the HR Dept. will enhance outreach efforts that target White Male and Black or African American Female applicants in this job category.

2. To encourage White Males to apply for vacancies in the Administrative Support job category.

- a. The Human Resources (HR) Dept. 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 were under-represented.
- b. The HR Dept. 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 applicants.
- c. The HR Dept. will conduct an analysis to identify County departments that have significant under-representation of White Males in this category.
- d. Based on data obtained, the HR Dept. will enhance outreach efforts that target White Male applicants in this job category.

3. To encourage White Females to apply for vacancies in the Protective Services, Non-Sworn job category.

- a. The Human Resources (HR) Dept. will review the composition of the applicant pool for all vacancies in this job category in the last fiscal year to determine whether White Females were under-represented.
- b. The HR Dept. 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 applicants.
- c. The HR Dept. will conduct an analysis to identify county departments that have significant under-representation of White Females in this category.
- d. Based on data obtained, the HR Dept. will enhance outreach efforts that target White Female applicants in this job category.

Step 6: Internal Dissemination

1. The County will distribute a copy of the EEO Utilization Report to all Department Heads.
2. A 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 employment 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 copy of the EEO Utilization Report available for reading in the HR Dept. 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 #/%	5/25%	0/0%	7/35%	0/0%	0/0%	0/0%	0/0%	0/0%	3/15%	0/0%	5/25%	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%	18%	0%	-1%	0%	-1%	0%	-1%	0%	5%	0%	0%	0%	0%	0%
Professionals																
Workforce #/%	2/15%	0/0%	5/38%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/46%	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 #/%	3%	-0%	27%	-0%	0%	0%	0%	0%	-30%	-2%	4%	0%	-2%	0%	0%	0%
Technicians																
Workforce #/%	0/0%	0/0%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	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%	63%	0%	0%	0%	0%	0%	-18%	0%	-28%	0%	0%	0%	0%	0%
Protective Services: Sworn																
Workforce #/%	15/60%	0/0%	9/36%	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 #/%	15%	0%	1%	0%	0%	0%	0%	0%	-7%	0%	-9%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	0/0%	0/0%	27/56%	0/0%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%	20/42%	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 #/%	0%	0%	-4%	0%	0%	0%	0%	0%	-38%	0%	42%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	1/2%	0/0%	2/4%	0/0%	0/0%	0/0%	0/0%	0/0%	17/35%	0/0%	28/58%	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 #/%	-19%	0%	-8%	0%	0%	0%	0%	0%	3%	-0%	25%	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 #/%	4/24%	0/0%	13/76%	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%	0/0%	115/7%	0/0%	35/2%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-26%	-4%	40%	-1%	0%	0%	0%	0%	-7%	0%	-2%	0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	0/0%	0/0%	27/90%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/10%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	955/16%	50/1%	2,070/35%	4/0%	40/1%	0/0%	35/1%	0/0%	495/8%	0/0%	2,160/37%	0/0%	20/0%	0/0%	10/0%	0/0%
Utilization #/%	-16%	-1%	55%	-0%	-1%	0%	-1%	0%	-8%	0%	-27%	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: Barbara Harrell County Administrator 05-26-2017
Barbara H. Harrell County Administrator 5/26/17
[signature] [title] [date]