

EEO Utilization Report

Organization Information

Name: COUNTY OF YAVAPAI

City: PRESCOTT

State: AZ

Zip: 86305-1807

Type: County/Municipal Government

Section 1: EEO Policy Statement

Policy Statement:

See attachment.

Following File has been uploaded:3.05-Equal-Opportunity-Unlawful-Discrimination-and-Harassment.pdf

Section 5: Narrative Interpretation of Data

The Yavapai County Human Resources and Risk Management department reviewed the Utilization Analysis (comparing the County's workforce to the relevant labor market) and noted the following:

Hispanic/Latino males were under-represented in the Technicians category, the Administrative Support category and the Skilled Craft category.

American Indian/Alaska Native males were under-represented in the Sworn Protective Services category.

Two or More Races/Other males were under-represented in the Sworn Protective Services category.

White females were under-represented in the Non-Sworn Protective Services category and Service/Maintenance category.

Black/African American females were under-represented in the Administrative Support category.

Section 6: Objectives and Steps

1. To encourage Hispanic/Latino males to apply for vacant Technician, Administrative Support and Skilled Craft positions.

- a. Human Resources will conduct a more detailed workforce analysis to identify County departments, offices or positions that represent significant underutilization of Hispanic/Latino males in the Technician, Administrative Support and Skilled Craft categories.
- b. Human Resources will review the composition of the applicant pool for all vacancies in the Technician, Administrative Support and Skilled Craft categories in the last fiscal year to determine whether Hispanic/Latino male applicants were under-represented.
- c. Human Resources will review the applicant flow data that is required to be kept under the EEOP regulations for all vacancies in the last fiscal year in the Technician, Administrative Support and Skilled Craft categories to determine whether any steps in the selection process for these positions may have had a significant impact on screening out Hispanic/Latino male applicants.
- d. Human Resources, in conjunction with County Departments, will enhance outreach efforts that target Hispanic/Latino male applicants in the Technician, Administrative Support and Skilled Craft categories.

2. To encourage American Indian/Alaska Native males to apply for vacant Sworn Protective Services positions.

- a. Human Resources will conduct a more detailed workforce analysis to identify County departments, offices or positions that represent significant underutilization of American Indian/Alaska Native males in the Sworn Protective Services category.
- b. Human Resources will review the composition of the applicant pool for all vacancies in the Sworn Protective Services category in the last fiscal year to determine whether American Indian/Alaska Native male applicants were under-represented.
- c. Human Resources will review the applicant flow data that is required to be kept under the EEOP regulations for all vacancies in the last fiscal year in the Sworn Protective Services category to determine whether any steps in the selection process for these positions may have had a significant impact on screening out American Indian/Alaska Native male applicants.
- d. Human Resources, in conjunction with County Departments, will enhance outreach efforts that target American Indian/Alaska Native male applicants in the Sworn Protective Services category.

3. To encourage Two or More Races/Other males to apply for vacant Sworn Protective Service positions.

- a. Human Resources will conduct a more detailed workforce analysis to identify County departments, offices or positions that represent significant underutilization of Two or More Races/Other males in the Sworn Protective Services category.

- b. Human Resources will review the composition of the applicant pool for all vacancies in the Sworn Protective Services category in the last fiscal year to determine whether Two or More Races/Other male applicants were under-represented.
- c. Human Resources will review the applicant flow data that is required to be kept under the EEOP regulations for all vacancies in the last fiscal year in the Sworn Protective Services category to determine whether any steps in the selection process for these positions may have had a significant impact on screening out Two or More Races/Other male applicants.
- d. Human Resources, in conjunction with County Departments, will enhance outreach efforts that target Two or More Races/Other male applicants in the Sworn Protective Services category.

4. To encourage White females to apply for vacant Non-Sworn Protective Services and Service/Maintenance positions.

- a. Human Resources will conduct a more detailed workforce analysis to identify County departments, offices or positions that represent significant underutilization of white females in the Non-Sworn Protective Services and Service/Maintenance categories.
- b. Human Resources will review the composition of the applicant pool for all vacancies in the Non-Sworn Protective Services and Service/Maintenance categories in the last fiscal year to determine whether white female applicants were under-represented.
- c. Human Resources will review the applicant flow data that is required to be kept under the EEOP regulations for all vacancies in the last fiscal year in the Non-Sworn Protective Services and Service/Maintenance categories to determine whether any steps in the selection process for these positions may have had a significant impact on screening out white female applicants.
- d. Human Resources, in conjunction with County Departments, will enhance outreach efforts that target white female applicants in the Non-Sworn Protective Services and Service/Maintenance categories.

5. To encourage Black/African American females to apply for vacant Administrative Support positions.

- a. Human Resources will conduct a more detailed workforce analysis to identify County departments, offices or positions that represent significant underutilization of Black/African American females in the Administrative Support category.
- b. Human Resources will review the composition of the applicant pool for all vacancies in the Administrative Support category in the last fiscal year to determine whether Black/African American female applicants were under-represented.
- c. Human Resources will review the applicant flow data that is required to be kept under the EEOP regulations for all vacancies in the last fiscal year in the Administrative Support category to determine whether any steps in the selection process for these positions may have had a significant impact on screening out Black/African American female applicants.
- d. Human Resources, in conjunction with County Departments, will enhance outreach efforts that target Black/African American female applicants in the Administrative Support category.

Section 7: Dissemination Strategy: Internal

Yavapai County Government includes the Equal Opportunity, Unlawful Discrimination and Harassment policy in the Yavapai County Human Resources Policies and Procedures manual, a copy of which is made available to each new employee and is also posted on the County intranet and website.

Yavapai County Government includes articles which cover the availability of the EEOP in the employee newsletter, News and Views.

Yavapai County Government includes the EEOP on the County intranet.

Yavapai County Government periodically updates the County's commitment to the plan with managers, supervisors and employees.

Section 7: Dissemination Strategy: External

Yavapai County Government includes the EEO on the recruitment website, as well as the following statement:

Yavapai County is an Equal Opportunity Employer committed to applying the principles of State and Federal anti-discrimination laws to give equal opportunity for all persons employed or seeking employment without regard to race, color, religion, sex, age, national origin or disability except in the case of a bona-fide occupational qualification. The County also maintains a workplace free of harassment and intimidation.

Utilization Analysis Chart
Relevant Labor Market: Yavapai County
, Arizona

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 #/%	17/42%	2/5%	0/0%	0/0%	1/2%	0/0%	1/2%	17/42%	1/2%	0/0%	0/0%	0/0%	0/0%	1/2%
CLS #/%	4,430/51%	470/5%	15/0%	40/0%	30/0%	0/0%	45/1%	3,210/37%	285/3%	4/0%	30/0%	75/1%	0/0%	10/0%
Utilization #/%	-9%	-0%	-0%	-0%	2%	0%	2%	5%	-1%	-0%	-0%	-1%	0%	2%
Professionals														
Workforce #/%	73/36%	8/4%	0/0%	0/0%	2/1%	0/0%	2/1%	97/48%	8/4%	3/2%	1/0%	4/2%	0/0%	2/1%
CLS #/%	4,835/36%	530/4%	0/0%	4/0%	200/1%	0/0%	70/1%	6,910/51%	565/4%	90/1%	45/0%	75/1%	0/0%	115/1%
Utilization #/%	1%	0%	0%	-0%	-0%	0%	0%	-3%	-0%	1%	0%	1%	0%	0%
Technicians														
Workforce #/%	80/39%	9/4%	1/0%	2/1%	2/1%	0/0%	4/2%	77/38%	23/11%	1/0%	3/1%	2/1%	0/0%	0/0%
CLS #/%	2,250/38%	520/9%	55/1%	45/1%	35/1%	0/0%	15/0%	2,330/39%	545/9%	25/0%	75/1%	0/0%	0/0%	40/1%
Utilization #/%	1%	-4%	-0%	0%	0%	0%	2%	-2%	2%	0%	0%	1%	0%	-1%
Protective Services: Sworn														
Workforce #/%	247/62%	36/9%	2/1%	0/0%	1/0%	0/0%	6/2%	82/21%	16/4%	2/1%	0/0%	1/0%	0/0%	4/1%
CLS #/%	1,100/69%	175/11%	0/0%	35/2%	4/0%	0/0%	65/4%	140/9%	60/4%	0/0%	4/0%	0/0%	0/0%	0/0%
Utilization #/%	-7%	-2%	1%	-2%	-0%	0%	-3%	12%	0%	1%	-0%	0%	0%	1%
Protective Services: Non-sworn														
Workforce #/%	23/77%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	3/10%	3/10%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	20/22%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	65/73%	0/0%	0/0%	4/4%	0/0%	0/0%	0/0%
Utilization #/%	54%	3%	0%	0%	0%	0%	0%	-63%	10%	0%	-4%	0%	0%	0%
Administrative Support														
Workforce #/%	52/10%	4/1%	1/0%	0/0%	1/0%	0/0%	4/1%	373/69%	91/17%	0/0%	4/1%	4/1%	0/0%	4/1%
CLS #/%	4,645/25%	665/4%	105/1%	75/0%	55/0%	0/0%	105/1%	11,040/59%	1,425/8%	125/1%	175/1%	60/0%	0/0%	265/1%
Utilization #/%	-15%	-3%	-0%	-0%	-0%	0%	0%	10%	9%	-1%	-0%	0%	0%	-1%

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
Skilled Craft														
Workforce #/%	78/79%	12/12%	1/1%	2/2%	0/0%	0/0%	2/2%	4/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,980/69%	1,745/24%	4/0%	90/1%	0/0%	4/0%	70/1%	195/3%	150/2%	0/0%	4/0%	0/0%	0/0%	0/0%
Utilization #/%	10%	-12%	1%	1%	0%	-0%	1%	1%	-2%	0%	-0%	0%	0%	0%
Service/Maintenance														
Workforce #/%	37/55%	5/7%	2/3%	1/1%	0/0%	1/1%	0/0%	13/19%	6/9%	0/0%	2/3%	0/0%	0/0%	0/0%
CLS #/%	9,235/41%	3,225/14%	85/0%	265/1%	100/0%	0/0%	165/1%	7,050/31%	1,940/9%	50/0%	140/1%	100/0%	45/0%	235/1%
Utilization #/%	14%	-7%	3%	0%	-0%	1%	-1%	-12%	0%	-0%	2%	-0%	-0%	-1%

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
Technicians		✓												
Protective Services: Sworn	✓			✓			✓							
Protective Services: Non-sworn								✓						
Administrative Support	✓	✓								✓				
Skilled Craft		✓												
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: Wendy Ross

Director of Human Resources and Risk Management 07-27-2023

[signature]

[title]

[date]