

EEO Utilization Report

Organization Information

Name: Siskiyou County

City: Yreka

State: CA

Zip: 96097

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

It is the policy of Siskiyou County to ensure equal employment opportunity for all employees and appointed representatives. This commitment includes a mandate to promote and afford equal treatment and services to all citizens, employees, and County representatives, and to ensure equal employment opportunity based on ability and fitness to all persons regardless of age, ancestry, color, marital status, national origin, political and/or union affiliation, race, religion, sex, sexual orientation, or the presence of any mental, physical or sensory disability unless such disability effectively prevents the performance of the essential duties required of the position.

The goals and objectives of the Equal Employment Opportunity Policy are to:

1. Ensure fair treatment and non discrimination in County hiring, County employment, and in appointments to and service on County boards and commissions.
2. Provide compliance with state and federal equal opportunity requirements and regulations.
3. Provide a basis for encouraging those who do business with the county to practice equal employment opportunity through notification or inclusion in a contract.

Following File has been uploaded:Discrimination Policy Statement 2017.pdf

Step 4b: Narrative of Interpretation

The County of Siskiyou is committed to making its workforce profiles more closely reflect the available labor force in the community.

Based on the Utilization Analysis Chart, the County of Siskiyou is showing underutilization in three (3) out of the seven (7) categories. The categories that are reflective of underutilization are white males in Officials/Administrators, Protective Services: Sworn-Patrol Officers and Administrative Support and white females in Service/Maintenance.

While the County strives to have zero (0) underutilization, there is a significant underutilization (-15% for Officials/Administrators, -11% for Sworn Peace Officers, -14% for Administrative Support) of white males and underutilization -34% of white females for Service/Maintenance.

The utilization report also reveals the following regarding underutilized categories:

There are a total of 112 Gender/Ethnicity categories (i.e., Female, Asian, Professional; Male, Hispanic or Latino, Technician) represented in this EEO Utilization analysis.

Of the one hundred twelve (112) categories, thirty one (31) (27.7%) show underutilization in varied categories. Sixteen (16) of the thirty one (31) are male gender and fifteen (15) of the thirty one (31) are female gender. Seven (7) are white, six (6) are American Indian or Alaska Native, five (5) are Asian, five (5) are Hispanic or Latino, seven (7) are 2 or more races and one (1) is Native Hawaiian or other Pacific Islander.

Twenty two percent (22%) or twenty five categories reflect less than 5% underutilization.

Six (6) categories reflect greater than 5% underutilization and all six (6) reflect white ethnicity. Four (4) white males and two white (females).

Step 5: Objectives and Steps

1. The County will review all job requirements and hiring procedures to ensure no unnecessary barriers exist that would deny white males equal employment opportunity with the County.

- a. The County will continue to include the statement An Affirmative Action/Equal Opportunity Employer We welcome applicants of all and any race, gender, religion or ancestry on our employment application and job announcements
- b. Specifically, the County will try and attract qualified white male applicants for Protective Services/Sworn classifications, Officials/Administrative and Administrative Support classifications and females to Service/Maintenance.
- c. Additionally, the County will provide recruitment tips and guidance to the Department Management who participate in recruitment and hiring in the County underutilization and continue to train managers and Supervisors with regard to EEO policies and procedures.
- d. The County will review all job requirements and hiring procedures to ensure no unnecessary barriers exist that would deny white males equal employment opportunity with the County.

Step 6: Internal Dissemination

Internal Dissemination

1. Distribute an e-mail and hard copy of the EEOP to all County of Siskiyou County Department Heads.
2. Post a copy of the EEOP Short form on the Countys internal network system.
3. Post a hard copy of the EEOP Short form in the County Administrative/Personnel Department

Step 7: External Dissemination

External Dissemination

1. Post a copy of the EEOP Short Form on the County of Siskiyous public website
2. Distribute a copy of the EEOP Short Form to the Siskiyou County Library for posting in the public posting area.
3. Post a copy of the EEOP Short Form in the County Administrative Office and the Siskiyou County Superior Court

posting area

Utilization Analysis Chart
Relevant Labor Market: Siskiyou County, California

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 #/%	22/47%	1/2%	0/0%	0/0%	0/0%	1/2%	0/0%	0/0%	22/47%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,240/62%	24/1%	4/0%	35/2%	10/0%	0/0%	10/0%	10/0%	555/28%	25/1%	4/0%	4/0%	20/1%	4/0%	60/3%	4/0%
Utilization #/%	-15%	1%	-0%	-2%	-0%	2%	-0%	-0%	19%	1%	-0%	-0%	-1%	-0%	-3%	-0%
Professionals																
Workforce #/%	41/39%	1/1%	0/0%	2/2%	3/3%	1/1%	0/0%	0/0%	48/46%	5/5%	0/0%	2/2%	1/1%	0/0%	0/0%	0/0%
CLS #/%	850/32%	40/2%	0/0%	15/1%	15/1%	0/0%	25/1%	0/0%	1,455/55%	150/6%	4/0%	35/1%	15/1%	0/0%	29/1%	10/0%
Utilization #/%	7%	-1%	0%	1%	2%	1%	-1%	0%	-9%	-1%	-0%	1%	0%	0%	-1%	-0%
Technicians																
Workforce #/%	13/32%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	26/63%	2/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	140/42%	0/0%	0/0%	4/1%	0/0%	0/0%	0/0%	0/0%	170/51%	10/3%	0/0%	0/0%	10/3%	0/0%	0/0%	0/0%
Utilization #/%	-10%	0%	0%	-1%	0%	0%	0%	0%	13%	2%	0%	0%	-3%	0%	0%	0%
Protective Services: Sworn																
Workforce #/%	74/68%	7/6%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	25/23%	1/1%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	410/79%	14/3%	0/0%	20/4%	4/1%	0/0%	15/3%	0/0%	25/5%	15/3%	0/0%	0/0%	15/3%	0/0%	4/1%	0/0%
Utilization #/%	-11%	4%	0%	-3%	-1%	0%	-3%	0%	18%	-2%	0%	1%	-3%	0%	-1%	0%
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	4/33%	0/0%	0/0%	0/0%	0/0%	0/0%	4/33%	0/0%	4/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	27/14%	2/1%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	149/77%	11/6%	0/0%	3/2%	1/1%	0/0%	0/0%	0/0%
CLS #/%	1,275/28%	150/3%	0/0%	85/2%	15/0%	4/0%	65/1%	4/0%	2,510/56%	210/5%	30/1%	90/2%	30/1%	4/0%	39/1%	4/0%
Utilization #/%	-14%	-2%	0%	-1%	-0%	-0%	-1%	-0%	21%	1%	-1%	-0%	-0%	-0%	-1%	-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
Skilled Craft																
Workforce #/%	65/92%	1/1%	0/0%	4/6%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,535/87%	100/6%	0/0%	25/1%	15/1%	4/0%	8/0%	4/0%	65/4%	4/0%	0/0%	4/0%	4/0%	0/0%	0/0%	0/0%
Utilization #/%	5%	-4%	0%	4%	1%	-0%	-0%	-0%	-4%	-0%	0%	-0%	-0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	4/57%	1/14%	0/0%	0/0%	0/0%	0/0%	1/14%	0/0%	0/0%	1/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,110/40%	555/10%	20/0%	85/2%	20/0%	4/0%	64/1%	4/0%	1,815/34%	390/7%	25/0%	60/1%	40/1%	35/1%	100/2%	4/0%
Utilization #/%	18%	4%	-0%	-2%	-0%	-0%	13%	-0%	-34%	7%	-0%	-1%	-1%	-1%	-2%	-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
Officials/Administrators	✓															
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: Ann Merkle

Personnel Manager

10-06-2017

[signature]

[title]

[date]