

EEO Utilization Report

Organization Information

Name: Jackson County

City: Sylva

State: NC

Zip: 28779

Type: County/Municipal Law Enforcement

Step 1: Introductory Information

Policy Statement:

Jackson County recognizes its continued success in meeting the needs of its citizens requires the full and active participation of talented and committed individuals, regardless of their gender, race, color, creed, religion, national origin, disability or political affiliation. It is the policy of the County to foster, maintain, and promote equal opportunity by use of a systematic, consistent recruitment program, and to identify and attract the most qualified applicants for employment with the County. This policy is to be achieved by announcing all position vacancies, by evaluating all applicants using the same criteria, and by applying testing methods through the NC Career Works Office. Selection decisions are made without regard to race, color, religion, sex, national origin, political affiliation, disability, age, or sexual orientation.

Page 14 (20/90) of the Jackson County Human Resources Manual

Following File has been uploaded:2018-HRManual--UPDATED-20181217.pdf

Step 4b: Narrative of Interpretation

In reviewing the Utilization Analysis Chart, the Human Resources Department for Jackson County made the following observations:

Jackson County has an under-utilization of White females in the Protective Services Sworn job category.

Jackson County has an under-utilization of White females in the Service/Maintenance job category.

Jackson County has an under-utilization of White males in the Professional category.

Jackson County has an under-utilization of White males in the Administrative Support category.

In keeping with Jackson County's commitment to maintain a diverse and inclusive workforce that is a reflection of the local labor force, the County will continue to examine its recruitment and retention practices in an effort to address identified job categories with underutilization of two or more standard deviations.

Step 5: Objectives and Steps

Jackson County will improve employment of White males and females in the identified under-utilized job categories. The steps below will be taken in order to achieve this objective:

- a. Human Resources will review the composition of the applicant pools and the number of position vacancies in the identified under-utilized job categories to determine the percentage of available applicants in relationship to the under-utilization data.
- b. Diversity training will be provided and completed by hiring department heads to ensure they are aware of the need for a workforce that reflects the demographics of our area labor pool.
- c. Human Resources currently recruits to fill positions at area job fairs (in-person and online), posts position vacancies to online job boards with local educational institutions, NC Works Career, and county website. Plans are to expand to recruitment to additional online platforms for the upcoming year.

Step 6: Internal Dissemination

Internal dissemination shall be as follows:

- a. The EEO Policy statement is available in the Human Resources Manual on the countys Employee Information webpage.
- b. The EEOP Report will be reviewed with all new employees during Employee Orientation.
- c. All employees will be sent written notification of where employees may view and/or obtain a copy of the Countys EEOP Report.
- d. The EEOP Report will be available in the reception area of the Human Resources Department, accessible to employees and the general public.

Step 7: External Dissemination

External dissemination shall be as follows:

- a. Available on the countys Employment Opportunities and Employee Information webpages.
- b. The EEOP Short form will be available in the reception area of the Human Resources Department, accessible to employees and the general public.
- c. A copy will be provided the NC Works Career Center and at the Jackson County Public Library.

Utilization Analysis Chart
Relevant Labor Market: Jackson County, North Carolina

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 #/%	15/47%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	17/53%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,220/54%	15/1%	0/0%	0/0%	25/1%	0/0%	0/0%	0/0%	930/41%	15/1%	15/1%	30/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-7%	-1%	0%	0%	-1%	0%	0%	0%	12%	-1%	-1%	-1%	0%	0%	0%	0%
Professionals																
Workforce #/%	23/27%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	54/64%	4/5%	4/5%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,220/40%	40/1%	15/0%	15/0%	65/2%	0/0%	0/0%	0/0%	1,640/54%	0/0%	4/0%	25/1%	0/0%	0/0%	25/1%	0/0%
Utilization #/%	-13%	-1%	-0%	-0%	-2%	0%	0%	0%	10%	5%	5%	-1%	0%	0%	-1%	0%
Technicians																
Workforce #/%	11/39%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	16/57%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	135/42%	0/0%	0/0%	30/9%	0/0%	0/0%	15/5%	0/0%	145/45%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-2%	0%	4%	-9%	0%	0%	-5%	0%	13%	0%	0%	0%	0%	0%	0%	0%
Protective Services: Sworn																
Workforce #/%	50/86%	0/0%	1/2%	1/2%	0/0%	0/0%	0/0%	0/0%	6/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	180/71%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	75/29%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	16%	0%	2%	2%	0%	0%	0%	0%	-19%	0%	0%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	14/54%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	12/46%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Utilization #/%																
Administrative Support																
Workforce #/%	10/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	87/87%	2/2%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,340/31%	0/0%	25/1%	40/1%	0/0%	0/0%	0/0%	0/0%	2,720/62%	75/2%	10/0%	85/2%	35/1%	0/0%	40/1%	0/0%
Utilization #/%	-21%	0%	-1%	-1%	0%	0%	0%	0%	25%	0%	-0%	-1%	-1%	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 #/%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,765/79 %	350/16%	25/1%	70/3%	0/0%	0/0%	0/0%	10/0%	25/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-29%	-16%	-1%	-3%	0%	0%	0%	-0%	49%	0%	0%	0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	57/75%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	17/22%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,345/39 %	220/4%	60/1%	185/3%	65/1%	0/0%	0/0%	20/0%	2,720/45 %	70/1%	25/0%	205/3%	65/1%	0/0%	35/1%	35/1%
Utilization #/%	36%	-4%	-1%	-2%	-1%	0%	0%	-0%	-23%	-1%	1%	-3%	-1%	0%	-1%	-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
Professionals	✓															
Protective Services: 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: Kathleen Breedlove

Human Resources Director

07-30-2020

[signature]

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