

# EEO Utilization Report

## Organization Information

Name: County of Boone, Missouri

City: Columbia

State: MO

Zip: 65201

Type: County/Municipal Law Enforcement

## **Section 1: EEO Policy Statement**

### **Policy Statement:**

Policy Statement:

NOTICE OF NONDISCRIMINATION -Applicants for employment, employees, sources of referral of applicants for employment, and all unions, are hereby notified that this institution does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, status as a disabled veteran of the Vietnam Era, or sexual orientation. Any person having inquiries concerning the County of Boones compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, or Section 504 of the Rehabilitation Act of 1973, is directed to contact the Director of Human Resources, 613 East Ash St., Columbia, MO 65201, 573-886-4395.

## **Section 5: Narrative Interpretation of Data**

The Countys Director of Human Resources and Hiring & Retention Coordinator reviewed the Utilization Analysis comparing Boone County Governments workforce to the labor market in Boone County, MO and noted the following:

Asian males were under-represented in the Professional job category (-4%).

White males were under-represented at a significant level in the Administrative Support job category (-20%).

White females were under-represented at a significant level in the job categories of Professions (-10%) and Protective Services: Non-sworn (-15%).

Black or African American females were under-represented at a significant level in the Protective Services: Sworn-Officials job category (-8%).

## **Section 6: Objectives and Steps**

### **1. To encourage Asian males to apply for vacancies in the category of Professionals**

- a. The Human Resources Department will continue recruitment efforts to attract and retain Asian males for professional positions.
- b. The Human Resources Department will continue to make a conscious effort to show diversity of race and gender when choosing visual representations of our employees in advertising and recruitment materials and when choosing representatives to accompany the HR Department at employment events in the community.
- c. The Human Resources Department will continue to actively seek outreach efforts that target applicants that enhance the diversity of our employee population.

### **2. To encourage white females to apply for vacancies in the Professional and Protective Services: Non-sworn job categories**

- a. The Human Resources Department will continue recruitment efforts to attract and retain white female applicants in the Professional and Protective Services: Non-sworn categories.
- b. The Human Resources Department will continue to review and monitor personnel actions for Professional and Protective Services: Non-sworn positions, to assess whether barriers to hiring and advancement exist within the organization related to race or gender.
- c. The Human Resources Department will work with hiring authorities to offer training in unconscious bias, interviewing skills, and best practices in hiring.

### **3. To encourage Black females to apply for vacancies in the Protective Services: Sworn-Officials job category**

- a. The Human Resources Department will continue recruitment efforts to attract and retain Black female applicants in the Protective Services: Sworn-Officials job category.
- b. The Human Resources Department will continue to make a conscious effort to show diversity of race and gender when choosing visual representations of our employees in advertising and recruitment materials and when choosing representatives to accompany the HR Department at employment events in the community.
- c. The Human Resources Department will continue to actively seek outreach efforts that target applicants that enhance the diversity of our employee population.

## **Section 7: Dissemination Strategy: Internal**

A copy of the EEOP short form will be posted on the HR page of the County's website.

A link to view the EEOP short form will be sent to all County employees.

A hard copy of the EEOP will be maintained by the Human Resources Department and will be made available to employees upon request.

## **Section 7: Dissemination Strategy: External**

A copy of the EEOP short form will be posted on the HR page of the County's website.

A hard copy of the EEOP short form will be maintained by the Human Resources Department and will be made available upon request.

**Utilization Analysis Chart**  
**Relevant Labor Market: Boone County**  
**, Missouri**

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
<b>Officials/Administrators</b>														
Workforce #/%	15/54%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	9/32%	1/4%	2/7%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,740/49%	275/2%	310/2%	15/0%	160/1%	0/0%	110/1%	5,615/40%	145/1%	280/2%	4/0%	120/1%	0/0%	115/1%
Utilization #/%	5%	-2%	1%	-0%	-1%	0%	-1%	-8%	3%	5%	-0%	-1%	0%	-1%
<b>Professionals</b>														
Workforce #/%	43/48%	1/1%	2/2%	0/0%	0/0%	0/0%	1/1%	36/40%	1/1%	4/4%	0/0%	1/1%	0/0%	1/1%
CLS #/%	8,260/34%	210/1%	345/1%	4/0%	870/4%	4/0%	300/1%	12,300/50%	345/1%	565/2%	10/0%	700/3%	0/0%	480/2%
Utilization #/%	14%	0%	1%	-0%	-4%	-0%	-0%	-10%	-0%	2%	-0%	-2%	0%	-1%
<b>Technicians</b>														
Workforce #/%	6/67%	0/0%	0/0%	0/0%	0/0%	0/0%	1/11%	2/22%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,550/34%	25/0%	325/4%	0/0%	180/2%	25/0%	125/2%	3,455/46%	145/2%	395/5%	10/0%	230/3%	0/0%	100/1%
Utilization #/%	33%	-0%	-4%	0%	-2%	-0%	9%	-23%	-2%	-5%	-0%	-3%	0%	-1%
<b>Protective Services: Sworn-Officials</b>														
Workforce #/%	32/80%	0/0%	3/8%	0/0%	0/0%	0/0%	0/0%	5/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	750/61%	0/0%	75/6%	0/0%	4/0%	55/4%	35/3%	175/14%	25/2%	100/8%	0/0%	0/0%	0/0%	10/1%
Utilization #/%	19%	0%	1%	0%	-0%	-4%	-3%	-2%	-2%	-8%	0%	0%	0%	-1%
<b>Protective Services: Non-sworn</b>														
Workforce #/%	36/41%	0/0%	2/2%	0/0%	0/0%	1/1%	0/0%	44/51%	3/3%	0/0%	0/0%	0/0%	0/0%	1/1%
Civilian Labor Force #/%	50/34%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	95/66%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	7%	0%	2%	0%	0%	1%	0%	-15%	3%	0%	0%	0%	0%	1%
<b>Administrative Support</b>														
Workforce #/%	15/12%	0/0%	2/2%	0/0%	0/0%	0/0%	1/1%	96/74%	2/2%	8/6%	1/1%	1/1%	2/2%	1/1%
CLS #/%	7,300/32%	210/1%	400/2%	35/0%	185/1%	10/0%	130/1%	12,075/53%	435/2%	1,570/7%	10/0%	195/1%	4/0%	360/2%

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
Utilization #/%	-20%	-1%	-0%	-0%	-1%	-0%	0%	22%	-0%	-1%	1%	-0%	2%	-1%
<b>Skilled Craft</b>														
Workforce #/%	44/92%	0/0%	3/6%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,335/85%	205/3%	340/5%	10/0%	4/0%	40/1%	175/3%	140/2%	0/0%	0/0%	0/0%	4/0%	0/0%	0/0%
Utilization #/%	6%	-3%	1%	-0%	-0%	-1%	-3%	-0%	0%	0%	0%	-0%	0%	0%
<b>Service/Maintenance</b>														
Workforce #/%	5/50%	0/0%	1/10%	0/0%	0/0%	0/0%	0/0%	3/30%	0/0%	1/10%	0/0%	0/0%	0/0%	0/0%
CLS #/%	9,345/44%	690/3%	1,630/8%	15/0%	300/1%	4/0%	260/1%	6,730/32%	290/1%	1,175/6%	4/0%	505/2%	15/0%	355/2%
Utilization #/%	6%	-3%	2%	-0%	-1%	-0%	-1%	-2%	-1%	4%	-0%	-2%	-0%	-2%

### 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
<b>Professionals</b>					✓			✓						
<b>Protective Services: Sworn-Officials</b>										✓				
<b>Protective Services: Non-sworn</b>								✓						
<b>Administrative Support</b>	✓													

### Law Enforcement Category Rank 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
<b>Jail Administrator</b>														
Workforce #/%	1/100%	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%
<b>Investigator</b>														
Workforce #/%	16/94%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Captain</b>														
Workforce #/%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Lieutenant</b>														
Workforce #/%	4/80%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Sergeant</b>														
Workforce #/%	9/64%	0/0%	3/21%	0/0%	0/0%	0/0%	0/0%	2/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>														
Workforce #/%	38/86%	1/2%	4/9%	0/0%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%



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.

		
[signature]	[title]	[date]