

EEO Utilization Report

Organization Information

Name: County Of Boone, Missouri

City: Columbia

State: MO

Zip: 65201

Type: County/Municipal Law Enforcement

Step 1: Introductory Information

Policy Statement:

Boone County does not discriminate against persons with disabilities. Job applicants are not asked about disabilities in the employment selection process except, as it would relate to performance of the essential functions of the position. In addition, if the employee can perform the essential functions of the position, the county makes reasonable accommodations for the physical and mental limitations of employees or applicants unless the accommodations impose an undue hardship on the employer.

Step 4b: Narrative of Interpretation

The County's Director of Human Resources and Risk Management reviewed the Utilization Analysis (comparing Boone County Government's workforce to the labor market in Boone County, MO), and noted the following:

1. White females were under-represented at a statistically significant level in the job category of Professional (-13%).
2. White males were under-represented at a statistically significant level in the job categories of Administrative Support (-22%) and Protective Services- Non Sworn (-24%)
3. Multi-racial females were under-represented at a statistically significant level in the job category of Protective Services- Sworn (-5%).

Step 5: Objectives and Steps

1. To encourage White Females to apply for vacancies in the Professional job category

- a. The Human Resources Department will continue recruitment efforts to attract and retain white female applicants in the Professional category.
- b. The Human Resources Department will continue to actively participate in hiring and recruitment events in the Boone County community to advertise and recruit for vacant County positions.
- c. The Human Resources Department will continue to review and monitor personnel actions for Professional positions, to assess whether barriers to hiring and advancement exist within the organization related to race or gender.

2. To encourage White Males to apply for vacancies in the categories of Administrative Support and Protective Services- Non Sworn.

- a. The Human Resources Department will continue recruitment efforts to attract and retain white males for positions in Protective Services- Non Sworn and Administrative Support.
- b. The Human Resources Department will enhance advertising efforts for vacant positions by utilizing interviews and photographs of current Boone County employees that demonstrate diversity in race and 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 Females who are of two or more race categories to apply for vacancies in the Protective Services- Sworn category

- a. The Human Resources Department will raise awareness with newly hired applicants about the newer race category that includes individuals who identify as multi-racial to increase the likelihood that the County collects correct data about our employees.
- b. The Human Resources Department will continue to actively seek outreach efforts that target applicants that enhance the diversity of our employee population.
- c. 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.

Step 6: Internal Dissemination

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.

Step 7: External Dissemination

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

A hard copy of the EEO 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
Officials/Administrators																
Workforce #/%	15/58%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	8/31%	1/4%	2/8%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,890/51%	89/1%	185/2%	4/0%	50/1%	25/0%	35/0%	0/0%	3,885/41%	110/1%	180/2%	0/0%	55/1%	0/0%	55/1%	0/0%
Utilization #/%	7%	-1%	-2%	-0%	-1%	-0%	-0%	0%	-10%	3%	6%	0%	-1%	0%	-1%	0%
Professionals																
Workforce #/%	51/59%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	33/38%	1/1%	0/0%	0/0%	1/1%	1/1%	0/0%	0/0%
CLS #/%	7,540/36%	205/1%	270/1%	0/0%	870/4%	0/0%	90/0%	10/0%	10,830/51%	160/1%	455/2%	4/0%	555/3%	0/0%	90/0%	25/0%
Utilization #/%	23%	-1%	-1%	0%	-4%	0%	-0%	-0%	-13%	0%	-2%	-0%	-1%	1%	-0%	-0%
Technicians																
Workforce #/%	11/73%	0/0%	1/7%	0/0%	0/0%	0/0%	0/0%	0/0%	3/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,645/39%	0/0%	25/1%	4/0%	60/1%	0/0%	14/0%	35/1%	2,195/52%	10/0%	130/3%	0/0%	90/2%	0/0%	15/0%	0/0%
Utilization #/%	34%	0%	6%	-0%	-1%	0%	-0%	-1%	-32%	-0%	-3%	0%	-2%	0%	-0%	0%
Protective Services: Sworn																
Workforce #/%	83/75%	0/0%	4/4%	1/1%	0/0%	0/0%	0/0%	0/0%	20/18%	0/0%	2/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	675/77%	0/0%	60/7%	0/0%	0/0%	0/0%	10/1%	0/0%	95/11%	0/0%	0/0%	0/0%	0/0%	0/0%	40/5%	0/0%
Utilization #/%	-1%	0%	-3%	1%	0%	0%	-1%	0%	7%	0%	2%	0%	0%	0%	-5%	0%
Protective Services: Non-sworn																
Workforce #/%	10/21%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	36/77%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	130/45%	15/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	145/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-24%	-5%	0%	0%	0%	0%	0%	0%	27%	0%	2%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	9/10%	0/0%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	78/83%	0/0%	6/6%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	7,405/31%	125/1%	585/2%	15/0%	140/1%	20/0%	84/0%	10/0%	13,350/57%	205/1%	1,145/5%	55/0%	180/1%	10/0%	135/1%	120/1%

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
Utilization #/%	-22%	-1%	-2%	-0%	0%	-0%	-0%	-0%	26%	-1%	2%	-0%	-1%	-0%	-1%	-1%
Skilled Craft																
Workforce #/%	49/91%	0/0%	3/6%	1/2%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,885/88%	195/3%	210/3%	10/0%	25/0%	0/0%	40/1%	4/0%	270/4%	0/0%	40/1%	0/0%	10/0%	0/0%	0/0%	0/0%
Utilization #/%	3%	-3%	2%	2%	-0%	0%	-1%	-0%	-2%	0%	-1%	0%	-0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	6/55%	0/0%	1/9%	0/0%	0/0%	0/0%	1/9%	0/0%	3/27%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	8,450/41%	710/3%	1,460/7%	30/0%	110/1%	4/0%	140/1%	4/0%	7,135/35%	380/2%	1,280/6%	60/0%	365/2%	10/0%	155/1%	70/0%
Utilization #/%	13%	-3%	2%	-0%	-1%	-0%	8%	-0%	-8%	-2%	-6%	-0%	-2%	-0%	-1%	-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
Professionals									✓							
Protective Services: Sworn															✓	
Protective Services: Non-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: Jenna Redel

Director of Human Resources and Risk Management 06-12-2018

[signature]

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[date]