

EEO Utilization Report

Organization Information

Name: Mendocino County

City: Ukiah

State: CA

Zip: 95482

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

see attached file

Following File has been uploaded:10Equal_Employment_Opportu.pdf

Step 4b: Narrative of Interpretation

An analysis of Mendocino County Governments workforce as compared to the CLS for Mendocino County revealed under representation in the following race/ethnicity groups:

White males are underrepresented in protective services (-4%) and in Administrative Support (-4%); Hispanic Males are underrepresented in Administrative Support (-4%) and in Service maintenance. American Indian males are underrepresented (-1%). White females are underrepresented in Technicians (-20%); Hispanic females are underrepresented in Professionals (-6%) and in Technicians (-5%). American Indian females are underrepresented in Technicians (-3%). Females of two or more races are underrepresented in Administrative Services (-1%)

Step 5: Objectives and Steps

1. To ensure equal employment opportunities for Hispanic males when our organization fills vacancies that become available in the administrative support category

- a. Specific Goal: To create a sufficient pool of qualified Hispanic males from which to make selections for administrative support positions.
- b. Specific Steps: Announce and advertise vacancies that target the local Hispanic community such as local Spanish language radio stations and publications. Email job flyers to college clubs, community social organizations and other Hispanic resources. We currently have an annual membership with Careers in Government (CIG) to advertise job postings which includes their diversity program. CIG has a program aimed at enhancing exposure to diverse candidate pools. With this feature, our job openings are automatically distributed to a wide array of leading diversity job sites, including africanamericanjobnetwork.com, asianjobnetwork.com, disabilityjobnetwork.com, latinojobnetwork.com, lgbtjobnetwork.com, retirementjobnetwork.com, veteranjobnetwork.com, womensjobnetwork.com, findacaliforniajob.com.
- c. Monitor recruitment policies and procedures to determine if recruitment efforts are enabling Mendocino County to meet its objectives with a particular emphasis in the areas of Hispanic males in the administrative Services.

2. To ensure equal employment opportunities for Hispanic females when our organization fills vacancies when they become available in the professional category.

- a. To create a sufficient pool of qualified Hispanic females from which to make selections for professional positions
- b. Specific Steps: Publicize employment and career opportunities with female professional societies, journals, radio, and other media sources. Announce and advertise vacancies that target the local Hispanic community such as local Spanish language radio stations and publications. Email job flyers to college clubs, community social organizations and other Hispanic resources. We currently have an annual membership with Careers in Government (CIG) to advertise job postings which includes their diversity program. CIG has a program aimed at enhancing exposure to diverse candidate pools. With this feature, our job openings are automatically distributed to a wide array of leading diversity job sites, including africanamericanjobnetwork.com, asianjobnetwork.com, disabilityjobnetwork.com, latinojobnetwork.com, lgbtjobnetwork.com, retirementjobnetwork.com, veteranjobnetwork.com, womensjobnetwork.com, findacaliforniajob.com.
- c. Monitor recruitment policies and procedures to determine if recruitment efforts are enabling Mendocino County to meet its objectives with a particular emphasis in the areas of Hispanic females in the professional Services

Step 6: Internal Dissemination

Internal Dissemination

Distribute an email copy of the report to all Department Heads and Elected Officials.

Distribute an email to all employees informing them that the EEO Utilization Report is available on the Countys intranet (MCNET)

Step 7: External Dissemination

External Dissemination

A hard copy of EEO Utilization Report is available for review in Human Resources. The utilization report will be posted on The County website. It is easily accessible to the public and employees. Our equal employment policy -Policy #10 is posted on our website. All job announcements, employment internet and newspaper ads include the following statement:"The County of Mendocino is an Equal Opportunity Employer.

Utilization Analysis Chart
Relevant Labor Market: Mendocino 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 #/%	5/38%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/46%	1/8%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,745/42 %	235/6%	0/0%	85/2%	30/1%	0/0%	45/1%	0/0%	1,750/42 %	175/4%	10/0%	45/1%	10/0%	0/0%	4/0%	4/0%
Utilization #/%	-4%	-6%	0%	-2%	-1%	0%	-1%	0%	4%	3%	-0%	7%	-0%	0%	-0%	-0%
Professionals																
Workforce #/%	79/36%	5/2%	1/0%	1/0%	2/1%	0/0%	0/0%	0/0%	109/50%	6/3%	6/3%	7/3%	1/0%	0/0%	0/0%	0/0%
CLS #/%	2,000/34 %	95/2%	10/0%	25/0%	4/0%	45/1%	40/1%	0/0%	2,950/51 %	490/8%	10/0%	20/0%	125/2%	0/0%	25/0%	0/0%
Utilization #/%	2%	1%	0%	0%	1%	-1%	-1%	0%	-0%	-6%	3%	3%	-2%	0%	-0%	0%
Technicians																
Workforce #/%	73/53%	5/4%	3/2%	3/2%	1/1%	0/0%	0/0%	0/0%	48/35%	4/3%	2/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	170/26%	15/2%	0/0%	4/1%	4/1%	4/1%	10/2%	0/0%	350/55%	50/8%	15/2%	20/3%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	26%	1%	2%	2%	0%	-1%	-2%	0%	-20%	-5%	-1%	-3%	0%	0%	0%	0%
Protective Services: Sworn																
Workforce #/%	128/60%	27/13%	1/0%	6/3%	0/0%	0/0%	1/0%	0/0%	38/18%	8/4%	1/0%	4/2%	0/0%	0/0%	0/0%	0/0%
CLS #/%	555/64%	155/18%	0/0%	45/5%	0/0%	0/0%	15/2%	0/0%	75/9%	25/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-4%	-5%	0%	-2%	0%	0%	-1%	0%	9%	1%	0%	2%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	25/17%	5/3%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	99/66%	15/10%	1/1%	3/2%	1/1%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	40/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	20/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-50%	3%	0%	0%	1%	0%	0%	0%	33%	10%	1%	2%	1%	0%	0%	0%
Administrative Support																
Workforce #/%	39/9%	7/2%	1/0%	0/0%	1/0%	0/0%	0/0%	0/0%	292/69%	58/14%	2/0%	12/3%	9/2%	1/0%	0/0%	0/0%
CLS #/%	2,905/28 %	585/6%	85/1%	130/1%	30/0%	10/0%	4/0%	0/0%	5,285/51 %	705/7%	10/0%	295/3%	95/1%	4/0%	120/1%	4/0%
Utilization #/%	-19%	-4%	-1%	-1%	-0%	-0%	-0%	0%	18%	7%	0%	-0%	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 #/%	48/79%	6/10%	1/2%	2/3%	0/0%	0/0%	1/2%	0/0%	2/3%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,165/74 %	640/15%	0/0%	35/1%	30/1%	0/0%	34/1%	20/0%	150/4%	105/2%	0/0%	70/2%	15/0%	20/0%	0/0%	0/0%
Utilization #/%	5%	-5%	2%	2%	-1%	0%	1%	-0%	-0%	-1%	0%	-2%	-0%	-0%	0%	0%
Service/Maintenance																
Workforce #/%	16/48%	2/6%	1/3%	0/0%	1/3%	0/0%	0/0%	0/0%	9/27%	4/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,240/34 %	2,965/24 %	10/0%	215/2%	55/0%	15/0%	170/1%	20/0%	3,125/25 %	1,320/10 %	20/0%	215/2%	60/0%	25/0%	133/1%	0/0%
Utilization #/%	15%	-17%	3%	-2%	3%	-0%	-1%	-0%	2%	2%	-0%	-2%	-0%	-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										✓						
Technicians									✓	✓		✓				
Protective Services: Non-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: Heidi Dunham

Human Resources Director

12-22-2017

[signature]

[title]

[date]