

EEO Utilization Report

Organization Information

Name: Bucks County

City: Doylestown

State: PA

Zip: 18901

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

See Attachment.

Following File has been uploaded:2-NonDiscrimination.pdf

Step 4b: Narrative of Interpretation

The County of Bucks Human Resources department has reviewed the utilization analysis chart and identified the following:

1. White females were significantly under-represented in the following categories: Technicians (-23%), Protective Services: Non-Sworn (-32%), and slightly under-represented in Protective Services: Sworn (-3%), and Service/Maintenance (-3%).
2. Asian males are slightly under-represented in the Officials/Administrators (-1%), Professionals (-2%), Technicians (-3%), Protective Services: Sworn (-1%), Administrative Support (-1%) and Skill Craft (-1%). Hispanic or Latino males were slightly under-represented in Administrative Support (-1%), Skilled Craft (-4%) and Service/Maintenance (-7%). Black or African American males were slightly under-represented in Officials/Administrators (-1%), Protective Services: Sworn (-2%), Administrative Support (-1%) and Skilled Craft (-3%).
3. White females are significantly under-represented in the Protective Services: Sworn (-23%), Protective Services: Non-Sworn (-32%). Black or African American females were slightly under-represented in only Protective Services: Sworn (-3%). Native Hawaiian or Other Pacific Islander females were slightly under-represented in only Protective Services: Sworn (-1%).
4. White males are significantly under-represented in the Officials/Administrators (-11%), Professionals (-15%), Technicians (-12%) and Administrative Support (-16%).

In reviewing the 2021 EEO Utilization Report in comparison to what the County of Bucks submitted in 2019, we are able to show slight improvements in White males in Officials/Administrators, Professionals, Protective Services: Sworn and White females in Protective Services: Sworn, Administrative Support and Skilled Craft. Also, we are able to show slight improvements in Hispanic females in Officials/Administrators, Professionals, and Administrative Support.

Step 5: Objectives and Steps

1. To encourage white females to apply for vacancies in Technicians, Protective Services: Sworn, Protective Services: Non-Sworn and Skilled Craft.

- a. All individuals will be promoted based on their based on their ability, skills and experience.
- b. Review the composition of the applicant pool for all vacancies in these job categories in to determine whether white female applicants were under-represented.
- c. Minority and women employee who are qualified or can become qualified through training will be considered for promotions.
- d. Increase the recruitment efforts at local colleges through Bucks and surrounding Counties.

2. Our objective is to provide equal opportunities for Asian males when our organizations fills vacancies in Professionals, Technicians, Protective Services: Sworn, and Administrative Support.

- a. Analyze applicant pool to determine if Asians were present and if any identifiable obstacles in the selection process.
- b. Research different recruitment sources for underutilized area to post open positions.
- c. All individuals will be promoted based on their based on their ability, skills and experience.
- d. Increase the recruitment efforts at local colleges through Bucks and surrounding Counties.
- e. All employment decisions will be consistent with the principles of EEO.

3. Our objective is to provide equal opportunities for minorities when our organization fills vacancies that become available in the Protective Services category.

- a. Minority and women employee who are qualified or can become qualified through training will be considered for promotions.
- b. Continue to have recruitment efforts at local colleges through Bucks and surrounding Counties and post open positions on Indeed to reach additional candidates.

- c. The County of Bucks does not discriminate against any person because of race, color, creed, religion, sex, ancestry, national origin, nationality, age, marital, familial, veteran status, sexual orientation or preference, or the presence of a non-job-related medical condition, handicap or disability, or any other legally protected status.
- d. Management will continue to communicate that it does not tolerate or permit harassment of any employee because of race, color religion, sex, national origin or any other protected class.

Step 6: Internal Dissemination

The County of Bucks will post notices on the County of Bucks internet and intranet site providing information as to how a copy of the EEOP can be requested. All new hires will be trained on anti-discrimination, anti-harassment and bullying during their new hire orientation. Bucks County encourages employees to bring questions or complaints to Human Resources. After the 2021 EEOP Utilization Report has been approved it will be disseminated electronically to appropriate management Staff. A copy of the EEOP Utilization Report can be requested at the Human Resources office or on the County website.

Step 7: External Dissemination

A copy of the EEOP Utilization Report can be requested at the Human Resources office or on the County website.

Utilization Analysis Chart
Relevant Labor Market: Bucks County, Pennsylvania

| 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 #/% | 59/47% | 2/2% | 1/1% | 0/0% | 1/1% | 0/0% | 0/0% | 0/0% | 58/46% | 1/1% | 2/2% | 0/0% | 1/1% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 18,640/58% | 410/1% | 550/2% | 0/0% | 600/2% | 0/0% | 60/0% | 15/0% | 10,790/34% | 250/1% | 420/1% | 0/0% | 305/1% | 0/0% | 110/0% | 10/0% |
| Utilization #/% | -11% | 0% | -1% | 0% | -1% | 0% | -0% | -0% | 13% | 0% | 0% | 0% | -0% | 0% | -0% | -0% |
| Professionals | | | | | | | | | | | | | | | | |
| Workforce #/% | 137/21% | 4/1% | 10/2% | 0/0% | 3/0% | 2/0% | 2/0% | 0/0% | 426/66% | 17/3% | 34/5% | 0/0% | 12/2% | 1/0% | 0/0% | 0/0% |
| CLS #/% | 16,655/36% | 325/1% | 725/2% | 0/0% | 1,270/3% | 0/0% | 60/0% | 45/0% | 24,475/53% | 465/1% | 935/2% | 25/0% | 805/2% | 0/0% | 65/0% | 80/0% |
| Utilization #/% | -15% | -0% | -0% | 0% | -2% | 0% | 0% | -0% | 12% | 2% | 3% | -0% | 0% | 0% | -0% | -0% |
| Technicians | | | | | | | | | | | | | | | | |
| Workforce #/% | 64/20% | 1/0% | 18/6% | 0/0% | 1/0% | 0/0% | 0/0% | 0/0% | 82/26% | 3/1% | 133/42% | 0/0% | 5/2% | 6/2% | 2/1% | 0/0% |
| CLS #/% | 2,225/32% | 105/2% | 105/2% | 80/1% | 220/3% | 0/0% | 15/0% | 0/0% | 3,380/49% | 105/2% | 435/6% | 0/0% | 260/4% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | -12% | -1% | 4% | -1% | -3% | 0% | -0% | 0% | -23% | -1% | 36% | 0% | -2% | 2% | 1% | 0% |
| Protective Services: Sworn | | | | | | | | | | | | | | | | |
| Workforce #/% | 111/86% | 2/2% | 5/4% | 1/1% | 1/1% | 0/0% | 0/0% | 0/0% | 8/6% | 1/1% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 1,795/76% | 20/1% | 110/5% | 0/0% | 60/3% | 0/0% | 10/0% | 0/0% | 225/10% | 30/1% | 75/3% | 0/0% | 0/0% | 35/1% | 0/0% | 0/0% |
| Utilization #/% | 10% | 1% | -1% | 1% | -2% | 0% | -0% | 0% | -3% | -0% | -3% | 0% | 0% | -1% | 0% | 0% |
| Protective Services: Non-sworn | | | | | | | | | | | | | | | | |
| Workforce #/% | 279/60% | 16/3% | 41/9% | 2/0% | 2/0% | 0/0% | 4/1% | 0/0% | 89/19% | 9/2% | 16/3% | 0/0% | 4/1% | 0/0% | 0/0% | 0/0% |
| Civilian Labor Force #/% | 230/42% | 0/0% | 25/5% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 280/51% | 10/2% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 18% | 3% | 4% | 0% | 0% | 0% | 1% | 0% | -32% | 0% | 3% | 0% | 1% | 0% | 0% | 0% |
| Administrative Support | | | | | | | | | | | | | | | | |
| Workforce #/% | 115/16% | 3/0% | 7/1% | 0/0% | 1/0% | 0/0% | 2/0% | 0/0% | 539/76% | 14/2% | 22/3% | 0/0% | 1/0% | 0/0% | 4/1% | 0/0% |
| CLS #/% | 25,660/33% | 995/1% | 1,600/2% | 20/0% | 960/1% | 0/0% | 110/0% | 100/0% | 43,685/56% | 1,855/2% | 1,980/3% | 60/0% | 1,105/1% | 25/0% | 385/0% | 65/0% |

| 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 |
| | % | | | | | | | | % | | | | | | | |
| Utilization #/% | -16% | -1% | -1% | -0% | -1% | 0% | 0% | -0% | 21% | -0% | 1% | -0% | -1% | -0% | 0% | -0% |
| Skilled Craft | | | | | | | | | | | | | | | | |
| Workforce #/% | 62/93% | 1/1% | 1/1% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 3/4% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 19,505/86% | 1,155/5% | 550/2% | 15/0% | 295/1% | 25/0% | 74/0% | 80/0% | 710/3% | 50/0% | 45/0% | 0/0% | 105/0% | 0/0% | 0/0% | 25/0% |
| Utilization #/% | 6% | -4% | -1% | -0% | -1% | -0% | -0% | -0% | 1% | -0% | -0% | 0% | -0% | 0% | 0% | -0% |
| Service/Maintenance | | | | | | | | | | | | | | | | |
| Workforce #/% | 75/57% | 1/1% | 7/5% | 0/0% | 2/2% | 0/0% | 1/1% | 0/0% | 39/30% | 0/0% | 5/4% | 0/0% | 0/0% | 1/1% | 1/1% | 0/0% |
| CLS #/% | 30,195/44% | 5,160/8% | 3,355/5% | 105/0% | 1,335/2% | 20/0% | 260/0% | 50/0% | 21,860/32% | 2,265/3% | 1,985/3% | 10/0% | 1,290/2% | 20/0% | 185/0% | 65/0% |
| Utilization #/% | 13% | -7% | 0% | -0% | -0% | -0% | 0% | -0% | -3% | -3% | 1% | -0% | -2% | 1% | 0% | -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 | ✓ | | | | | | | | | | | | | | | |
| Professionals | ✓ | | | | ✓ | | | | | | | | | | | |
| Technicians | ✓ | | | | ✓ | | | | ✓ | | | | ✓ | | | |
| Protective Services: Sworn | | | | | | | | | | | ✓ | | | | | |
| 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: Lauren Smith

HR Director

05-26-2021

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