

# 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 Attached Policy.

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 (-21%), and Protective Services: Non-Sworn (-32%).
2. Asian males were significantly under-represented in the Professionals (-2%), Technicians (-3%), and Administrative Support (-1%). Hispanic or Latino males were significantly under-represented in Service/ Maintenance (-7%). Also Black or African American males were significantly under-represented in Administrative Support (-1%).
3. Hispanic or Latino females were significantly under-represented in Service/Maintenance by (-3%). Asian females were significantly under-represented in only Administrative Support (-1%).
4. White males are significantly under-represented in the Officials/Administrators (-16%), Professionals (-17%), Technicians (-12%) and Administrative Support (-15%).

In reviewing the 2019 EEO Utilization Report in comparison to what the County of Bucks submitted in 2017, we are able to show significant improvements in Hispanic or Latino females & males in Administrative Support. We have also seen improvements in white females in Protective Service: Sworn and Service/Maintenance.

## Step 5: Objectives and Steps

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

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

### 2. Our objective is to provide equal opportunities for Asian males when our organizations fills vacancies in Professionals, Technicians, 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. External job postings will be posted on [www.buckscounty.org](http://www.buckscounty.org). The placement of advertisements in local newspapers, publications, and appropriate professional and technical journals will be determined by the vacancy and the Countys workforce.
- c. All individuals will be promoted based on their based on their ability, skills and experience.
- d. Continue to have recruitment efforts at local colleges through Bucks and surrounding Counties and post open positions on additional websites to reach additional candidates. The County is using Indeed.com and LinkedIn to post open positions within the workforce. We have also utilized the County Facebook page to promote openings to a wider population.
- e. All employment decisions will be consistent with the principles of EEO. The Countys hiring practice is that officials and managers recruit, appoint, train, evaluate, and promote personnel on the basis of merit and qualifications without regard to race, color, religion, political ideas, sex, sexual orientation, age, marital status, physical or mental disability, or national origin.

### 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 non-discrimination, anti-harassment and anti-bullying during their new hire orientation. Bucks County encourages employees to bring questions or complaints to Human Resources that includes a written reporting procedures. After the 2019 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
<b>Officials/Administrators</b>																
Workforce #/%	80/42%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	105/56%	0/0%	2/1%	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 #/%	-16%	-1%	-2%	0%	-2%	0%	-0%	-0%	22%	-1%	-0%	0%	-0%	0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	119/19%	3/0%	8/1%	0/0%	3/0%	0/0%	2/0%	0/0%	430/69%	15/2%	27/4%	0/0%	11/2%	0/0%	1/0%	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 #/%	-17%	-0%	-0%	0%	-2%	0%	0%	-0%	16%	1%	2%	-0%	0%	0%	0%	-0%
<b>Technicians</b>																
Workforce #/%	65/20%	1/0%	12/4%	0/0%	2/1%	0/0%	0/0%	0/0%	92/28%	3/1%	144/44%	0/0%	6/2%	3/1%	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%	2%	-1%	-3%	0%	-0%	0%	-21%	-1%	37%	0%	-2%	1%	1%	0%
<b>Protective Services: Sworn</b>																
Workforce #/%	103/85%	2/2%	6/5%	1/1%	1/1%	0/0%	0/0%	0/0%	7/6%	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 #/%	9%	1%	0%	1%	-2%	0%	-0%	0%	-4%	-0%	-3%	0%	0%	-1%	0%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	283/62%	11/2%	41/9%	2/0%	2/0%	1/0%	1/0%	0/0%	89/19%	8/2%	17/4%	0/0%	3/1%	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 #/%	20%	2%	4%	0%	0%	0%	0%	0%	-32%	-0%	4%	0%	1%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	120/17%	3/0%	6/1%	0/0%	1/0%	1/0%	0/0%	0/0%	528/76%	11/2%	23/3%	1/0%	1/0%	0/0%	1/0%	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 #/%	-15%	-1%	-1%	-0%	-1%	0%	-0%	-0%	20%	-1%	1%	0%	-1%	-0%	-0%	-0%
<b>Skilled Craft</b>																
Workforce #/%	59/94%	1/2%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	2/3%	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 #/%	7%	-4%	-1%	-0%	-1%	-0%	-0%	-0%	0%	-0%	-0%	0%	-0%	0%	0%	-0%
<b>Service/Maintenance</b>																
Workforce #/%	76/56%	1/1%	6/4%	0/0%	0/0%	0/0%	1/1%	0/0%	44/32%	0/0%	6/4%	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 #/%	12%	-7%	-1%	-0%	-2%	-0%	0%	-0%	0%	-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
<b>Officials/Administrators</b>	✓															
<b>Professionals</b>	✓				✓											
<b>Technicians</b>	✓				✓				✓							
<b>Protective Services: Non-sworn</b>									✓							
<b>Administrative Support</b>	✓		✓		✓								✓			
<b>Service/Maintenance</b>		✓								✓						

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

10-05-2020

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[signature]

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