

# EEO Utilization Report

## Organization Information

Name: Clark County

City: Springfield

State: OH

Zip: 45503

Type: County/Municipal Government (not law enforcement)

## Step 1: Introductory Information

### Policy Statement:

See attachment

Following File has been uploaded:Section 1-D EEO DEI Reasonable Accomodation REV 02 01 2021.pdf

**SECTION 1-D: EQUAL EMPLOYMENT OPPORTUNITY, DIVERSITY EQUITY AND INCLUSION,  
REQUEST FOR REASONABLE ACCOMMODATION**

- a) All employees and applicants for employment will be recruited, hired, promoted, transferred, demoted, laid off, terminated, suspended, disciplined, evaluated, compensated, and offered other terms and conditions of employment based upon merit, fitness, skill, experience, education, performance, ability to perform, and such other job-related characteristics and qualifications as each individual might possess. Clark County provides all services, activities, programs, and employment opportunities without discrimination on the basis of race, color, sex, sexual orientation, gender identity, religion, national origin, age (over 40), pregnancy, disability, veteran's or military status, in accordance with all applicable laws. Upon request, Clark County will consider and offer reasonable accommodation for any qualified individual with a disability needed to allow that individual to participate in services provided by the County, including the application and screening process.
- b) As required by law, Clark County will make any reasonable accommodation necessary to allow an otherwise qualified person with a disability to perform all of the essential functions of his or her position, unless that accommodation would pose an undue hardship on the employer. Any request for an accommodation must be made to the Human Resources Director, and must be confirmed by the employee in writing. The employee requesting an accommodation may be required to provide medical evidence in support of that request.
- c) Clark County is committed to a diverse work force reflecting the diversity of the community it serves. Accordingly, Clark County is committed to attracting and retaining qualified employees from groups that have traditionally been under-represented or underutilized in the work force, including women, racial and ethnic minorities, and persons with disabilities. Clark County is committed to affirmative action to secure equal employment opportunity, including dissemination of job information and recruiting advertisements to organizations, publications, and community centers serving women, racial and ethnic minorities, and persons with disabilities; participation in targeted job fairs; and consistent, public announcement of all available job opportunities.
- d) Clark County is committed to nurturing, cultivating and preserving a culture of diversity, equity and inclusion. We embrace and encourage our employees' differences in familial or marital status, race, color, sex, sexual orientation, gender identity, religion, national origin, age, disability, veteran's or military status, ethnicity, language, national origin, socio-economic status, and other characteristics that make our employees unique.
- e) Clark County's diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:
  - Respectful communication and cooperation between all employees.

- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
  - Work/life balance through flexible work schedules to accommodate employees' varying needs.
  - Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.
- f) Employees of Clark County have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other county sponsored and participative events. All employees with the Board of County Commissioners as the Appointing Authority or Co-Appointing Authority are required to attend annual diversity awareness training to enhance their knowledge to fulfill this responsibility.
- g) Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.
- h) Employees who believe they have been subjected to any kind of discrimination that conflicts with the County's diversity policy and initiatives should seek assistance from a supervisor or an HR representative.

Updated February 1, 2021

## **Step 4b: Narrative of Interpretation**

The County Personnel Office has reviewed the Utilizations Analysis Chart. An evaluation of the identified deviation for white males was performed for the following job categories: skilled craft (-38%) and administrative support categories (-14%). A review of the Bureau of Labor Statistics (BLS) data for skilled craft workers and administrative support workers revealed that females comprise (5.6%) of skilled craft workers and (72.2%) of administrative support workers. Clark Countys employee statistics reflect (26%) female in the skilled craft category concluding that we may have approximately (12%) too few males in that category. BLS indicates (72.2%) female administrative support workers; our numbers reflect (16%) female social worker assistants concluding that we may have approximately (45%) too few males in that category. Traditionally, it has been difficult to find qualified white, male applicants to fill administrative support job categories as wages are not as competitive for such positions. There has been a higher level of turnover with white male skilled craft workers. An evaluation of the identified deviation for white females was performed for the following categories: Protective Services (sworn) (-71%) and Service/Maintenance (-22%). A review of the Bureau of Labor Statistics (BLS) data for Protective Services (sworn) and Service/Maintenance revealed that males comprise (35.4%) of Protective Services (sworn) and (17.35%) of Service/Maintenance.

## **Step 5: Objectives and Steps**

**1. 1. Our objective is to provide equal employment opportunities for both men and women when our organization attempts to fill vacancies in the skilled craft, service/maintenance, protective services, and administrative support job categories**

- a. We will designate a person to serve as a liaison to educational, professional and social institutions with significant male members. In the next twelve months, our organization will make contacts with at least the following institutions: Wittenberg University, Wright State University, Clark State College, Central State University, Wilberforce University, Cedarville University WorkPlus Center, & the Ohio Means Jobs Website
- b. We will review all employment organizational data related to the skilled Craft, service/maintenance, protective services, & administrative support job categories to identify any issues that may pose barriers for white males (e.g., review exit interviews of former employees; review job posting practices; evaluate the hiring, retention, and attrition rates for particular positions).
- c. Based on internal review of employment data, we will implement a strategic plan to attract more white males and white females for professional and administrative support positions and evaluate our progress.

## **Step 6: Internal Dissemination**

- \* The Clark County Personnel Office will post a PDF file of the EEOP Short Form on the intranet for ease of employee access for all employees
- \* The EEOP will be posted on bulletin boards in areas where employees are not primarily using computers in their jobs.

## **Step 7: External Dissemination**

- \* The Clark County Personnel Office will post on its public website a PDF of the EEOP Short Form
- \* The Clark County Personnel Office will provide notice in communication to potential employees, vendors and contractors how to obtain a copy of the EEOP Short Form upon request

**Utilization Analysis Chart**  
**Relevant Labor Market: Clark County, Ohio**

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 #/%	24/51%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	23/49%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,680/57%	0/0%	230/5%	0/0%	70/1%	0/0%	0/0%	25/1%	1,540/33%	0/0%	140/3%	0/0%	15/0%	0/0%	15/0%	0/0%
Utilization #/%	-6%	0%	-5%	0%	-1%	0%	0%	-1%	16%	0%	-3%	0%	-0%	0%	-0%	0%
<b>Professionals</b>																
Workforce #/%	94/31%	0/0%	6/2%	0/0%	0/0%	0/0%	0/0%	0/0%	182/60%	0/0%	19/6%	0/0%	0/0%	0/0%	1/0%	0/0%
CLS #/%	2,215/29%	30/0%	175/2%	0/0%	125/2%	0/0%	0/0%	0/0%	4,660/60%	14/0%	380/5%	10/0%	75/1%	0/0%	45/1%	10/0%
Utilization #/%	3%	-0%	-0%	0%	-2%	0%	0%	0%	0%	-0%	1%	-0%	-1%	0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	14/37%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	17/45%	1/3%	5/13%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	355/25%	0/0%	25/2%	0/0%	0/0%	0/0%	0/0%	0/0%	865/61%	25/2%	100/7%	0/0%	0/0%	0/0%	30/2%	0/0%
Utilization #/%	12%	0%	1%	0%	0%	0%	0%	0%	-17%	1%	6%	0%	0%	0%	-2%	0%
<b>Protective Services:</b>																
<b>Sworn</b>																
Workforce #/%	142/68%	1/0%	11/5%	0/0%	0/0%	0/0%	0/0%	0/0%	39/19%	0/0%	16/8%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	635/71%	0/0%	20/2%	0/0%	0/0%	0/0%	0/0%	0/0%	215/24%	0/0%	20/2%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-3%	0%	3%	0%	0%	0%	0%	0%	-5%	0%	5%	0%	0%	0%	0%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	9/41%	0/0%	5/23%	0/0%	0/0%	0/0%	0/0%	0/0%	5/23%	0/0%	3/14%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	10/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	145/94%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	34%	0%	23%	0%	0%	0%	0%	0%	-71%	0%	14%	0%	0%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	57/13%	0/0%	6/1%	0/0%	0/0%	0/0%	0/0%	0/0%	325/75%	6/1%	36/8%	0/0%	1/0%	0/0%	0/0%	0/0%
CLS #/%	3,905/28%	35/0%	310/2%	0/0%	15/0%	0/0%	0/0%	10/0%	8,575/61%	170/1%	845/6%	25/0%	70/0%	0/0%	155/1%	10/0%
Utilization #/%	-14%	-0%	-1%	0%	-0%	0%	0%	-0%	15%	0%	2%	-0%	-0%	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
<b>Skilled Craft</b>																
Workforce #/%	37/51%	0/0%	9/12%	0/0%	0/0%	0/0%	0/0%	0/0%	21/29%	0/0%	5/7%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,925/90%	100/2%	160/4%	30/1%	0/0%	0/0%	20/0%	0/0%	130/3%	0/0%	15/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-38%	-2%	9%	-1%	0%	0%	-0%	0%	26%	0%	7%	0%	0%	0%	0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	53/74%	0/0%	6/8%	0/0%	0/0%	0/0%	0/0%	0/0%	11/15%	0/0%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	7,850/46%	405/2%	955/6%	25/0%	90/1%	0/0%	119/1%	40/0%	6,380/37%	155/1%	935/5%	0/0%	35/0%	0/0%	98/1%	40/0%
Utilization #/%	28%	-2%	3%	-0%	-1%	0%	-1%	-0%	-22%	-1%	-3%	0%	-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								✓								
Administrative Support	✓														✓	
Skilled Craft	✓															
Service/Maintenance									✓							



