

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:

MENDOCINO COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE) Applicants are considered without regard to race, color, religious creed, ancestry, national origin, citizenship status, age, sexual orientation, gender, gender identity, gender expression, marital status, genetic information, medical condition, physical or mental disability, military status, or any other consideration made unlawful by federal, state, or local law. (Mendocino County Policy 10 EEO)

Following File has been uploaded:1 EEO Policy 10.pdf

Step 4b: Narrative of Interpretation

Narrative of Interpretation

An analysis of Mendocino County Governments workforce as compared to the Community Labor Statistics (CLS) for Mendocino County revealed under representation of -3% or higher in the following race/ethnicity groups: White and Hispanic males have the most underutilization. White males are under-represented in Professionals (-5%), Protective Services (-10%) and Administrative Support (-16%). Hispanic Males are under-represented in Official/Administrators (-6%), Protective Services (-3%), Administrative Support (-3%) Skilled Craft (-7%) and Service Maintenance (-24%). White females are under-represented in Technicians (-4%) and Service/Maintenance (-7%); Hispanic females are under-represented in Professionals (-3%).

Step 5: Objectives and Steps

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

- a. Specific Goal: To create sufficient applicant pools of qualified Hispanic females from which to select for Professional positions.
- b. Specific Step: 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. Mendocino County currently subscribes, through annual subscription, to Careers in Government (CIG) to advertise job postings, including their diversity program. CIGs diversity program is aimed at enhancing exposure to diverse candidate pools. With this feature, the Countys 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. Specific Step: 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 category.

2. To ensure equal employment opportunities for white females when our organization fills vacancies when they become available in the Technician and Service/Maintenance categories.

- a. Specific Goal: To create sufficient applicant pools of qualified white females from which to select for Technicians and Service/Maintenance positions.
- b. Specific Step: Publicize employment and career opportunities with female professional societies, journals, radio, and other media sources. Announce and advertise vacancies that target the local female population. Email job flyers to college clubs, community social organizations and other resources. Mendocino County currently subscribes, through annual subscription, to Careers in Government (CIG) to advertise job postings, including their diversity program. CIGs diversity program is aimed at enhancing exposure to diverse candidate pools. With this feature, the Countys 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. Specific Step: Monitor recruitment policies and procedures to determine if recruitment efforts are enabling Mendocino County to meet its objectives in the areas of white females in the Professional and Service/Maintenance categories.

3. To ensure equal employment opportunities for males, particularly Hispanic males, when our organization fills vacancies that become available in the Official/Administrators, Protective Services, Administrative Support, Skilled Craft and Service/Maintenance categories.

- a. Specific Goal: To create sufficient applicant pools of qualified males, particularly Hispanic males, from which to select for Officials/Administrators, Protective Services, Administrative Support, Skilled Crafts and Service/Maintenance 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. Mendocino County currently subscribes, through annual subscription, to Careers in Government (CIG) to advertise job postings, including their diversity program. CIGs diversity program is aimed at enhancing exposure to diverse candidate pools. With this feature, the Countys 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 Officials/Administrators, Protective Services, Administrative Support, Skilled Crafts and Service/Maintenance categories.

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 Countys Equal Opportunity Statement and EEO Utilization Report is available on the Countys intranet (MCNET) and Human Resources Website at:

<https://www.mendocinocounty.org/government/human-resources>

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, easily accessible to the public and employees. County Policy #10 Equal Employment Opportunity is posted on the Countys 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 #/% | 9/45% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 8/40% | 2/10% | 0/0% | 1/5% | 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 #/% | 3% | -6% | 0% | -2% | -1% | 0% | -1% | 0% | -2% | 6% | -0% | 4% | -0% | 0% | -0% | -0% |
| Professionals | | | | | | | | | | | | | | | | |
| Workforce #/% | 61/29% | 8/4% | 0/0% | 0/0% | 2/1% | 0/0% | 3/1% | 0/0% | 103/50% | 11/5% | 5/2% | 7/3% | 4/2% | 0/0% | 3/1% | 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 #/% | -5% | 2% | -0% | -0% | 1% | -1% | 1% | 0% | -1% | -3% | 2% | 3% | -0% | 0% | 1% | 0% |
| Technicians | | | | | | | | | | | | | | | | |
| Workforce #/% | 77/31% | 8/3% | 3/1% | 4/2% | 1/0% | 0/0% | 0/0% | 0/0% | 125/50% | 22/9% | 3/1% | 3/1% | 2/1% | 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 #/% | 5% | 1% | 1% | 1% | -0% | -1% | -2% | 0% | -4% | 1% | -1% | -2% | 1% | 0% | 0% | 0% |
| Protective Services: | | | | | | | | | | | | | | | | |
| Sworn | | | | | | | | | | | | | | | | |
| Workforce #/% | 103/54% | 28/15% | 2/1% | 8/4% | 3/2% | 1/1% | 1/1% | 0/0% | 31/16% | 11/6% | 0/0% | 2/1% | 0/0% | 0/0% | 1/1% | 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 #/% | -10% | -3% | 1% | -1% | 2% | 1% | -1% | 0% | 8% | 3% | 0% | 1% | 0% | 0% | 1% | 0% |
| Protective Services: Non-sworn | | | | | | | | | | | | | | | | |
| Workforce #/% | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 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 #/% | | | | | | | | | | | | | | | | |
| Administrative Support | | | | | | | | | | | | | | | | |
| Workforce #/% | 44/12% | 9/2% | 0/0% | 2/1% | 2/1% | 0/0% | 3/1% | 0/0% | 227/62% | 54/15% | 0/0% | 8/2% | 11/3% | 4/1% | 5/1% | 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 #/% | -16% | -3% | -1% | -1% | 0% | -0% | 1% | 0% | 10% | 8% | -0% | -1% | 2% | 1% | 0% | -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 #/% | 49/82% | 5/8% | 1/2% | 3/5% | 0/0% | 0/0% | 1/2% | 0/0% | 1/2% | 0/0% | 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% | 105/2% | 0/0% | 70/2% | 15/0% | 20/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 8% | -7% | 2% | 4% | -1% | 0% | 1% | -0% | -2% | 0% | -2% | -0% | -0% | -0% | 0% | 0% |
| Service/Maintenance | | | | | | | | | | | | | | | | |
| Workforce #/% | 11/50% | 0/0% | 1/5% | 0/0% | 1/5% | 0/0% | 0/0% | 0/0% | 3/14% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 2/9% | 0/0% |
| CLS #/% | 4,240/34% | 2,965/24% | 10/0% | 215/2% | 55/0% | 15/0% | 170/1% | 20/0% | 1,320/10% | 20/0% | 215/2% | 60/0% | 25/0% | 133/1% | 0/0% | 0/0% |
| Utilization #/% | 16% | -24% | 4% | -2% | 4% | -0% | -1% | -0% | 3% | -0% | -2% | -0% | -0% | -0% | 8% | 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 |
| Protective Services: 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: Juanie Cranmer

Human Resources Manager

09-22-2021

[signature]

[title]

[date]