

EEO Utilization Report

Organization Information

Name: Forsyth County Government

City: Winston Salem

State: NC

Zip: 27101

Type: County/Municipal Law Enforcement

Step 1: Introductory Information

Policy Statement:

Forsyth County Government is committed to providing Equal Employment Opportunity (EEO) to all qualified persons regardless of race, color, religion, gender, national origin, age, disability or political affiliation. All employment and personnel policies and practices including recruiting, hiring, promotions, transfers, training, compensation, benefits, reductions-in-force, terminations and tuition assistance will be administered in a non-discriminatory manner consistent with EEO principles. The County is committed to complying with all applicable federal, state and local civil rights laws that pertain to employment.

Step 4b: Narrative of Interpretation

The County's Human Resources Department reviewed the utilization analysis, comparing the County's workforce to the relevant labor market and noted the following:

1. White males were under-represented in the Professionals and Administrative Support job categories.
2. Hispanic males were under-represented in the Professionals, Protective Services: Sworn, and Skilled job categories.
3. Black males were under-represented in the Administrative Support job category.
4. Asian males were under-represented in the Professionals and Technicians job categories.
5. White females were under-represented in the Officials/Administrators, Professionals, Technicians, Sworn and Non-sworn Protective Service, Administrative Support and Service/Maintenance job categories.
6. Hispanic females were under-represented in the Sworn Protective Service and Service/Maintenance job categories.
7. Black females were under-represented in the Technicians and Sworn Protective Services job categories.
8. Asian females were under-represented in the Professionals category.
9. Native Hawaiian or Other Pacific Islander females were under-represented in the Professionals job category.

Step 5: Objectives and Steps

1. To encourage White and Hispanic or Latino females to apply for vacancies in the Service/Maintenance job category.

- a. The Human Resources department will identify which County jobs fall within the Service/Maintenance job category to assist in identifying recruitment sources for these jobs. The workforce analysis may include interviews with employees and department management. Based on the findings, a recruitment action plan will be developed.
- b. The Human Resources department will make the affected departments aware of this under-representation and will seek to enhance efforts that target minorities in this category through job fairs, trade associations, targeted media outlets, the Employment Security Commission, and employment training institutions.
- c. Human Resources will continue to offer diversity training for supervisors to make them aware of the need for our workforce to reflect the demographics of our labor pool.

2. To encourage white females to apply for vacancies in the Officials/Administrators job category.

- a. The Human Resources department will make the management of affected departments aware of this under-representation and will seek to enhance outreach efforts that attract white females in this job category through job fairs, trade associations, professional journals and sites, educational institutions, Employment Security Commission and other employment training institutions.

3. To encourage White, Hispanic or Latino and Asian males as well as White and Asian females to apply for vacancies in the Professionals job category.

- a. Human Resources will continue to offer diversity training for supervisors to make them more aware of the need for our workforce to reflect the demographics of our labor pool.
- b. The Human Resources department will conduct a more detailed workforce analysis to identify which particular County departments represent significant under-utilization in this job category. The workforce analysis may include interviews with employees as well as department managers. Based on the findings, a recruitment action plan will be developed.
- c. The Human Resources department will make the management of affected departments aware of this under-representation and will seek to enhance outreach efforts that attract White, Hispanic or Latino, and Asian males as well as White and Asian females in these job categories through job fairs, trade associations, professional journals and sites, educational institutions, the Employment Security Commission and employment training institutions.

4. To encourage Asian males and White and Black or African American females to apply for vacancies in the Technicians job category.

- a. Human Resources may interview affected department managers to make them aware of the under-representation and jointly identify solutions. Based on the findings, a recruitment action plan will be developed.

- b. The Human Resources department will seek to enhance outreach efforts that target Asian males and White and Black or African American females in the Technicians job category through job fairs, trade associations, professional journals, minority educational institutions, minority targeted media outlets, the Employment Security Commission and employment training institutions.
- c. Human Resources will continue to offer diversity training for supervisors to make them more aware of the need for our workforce to reflect the demographics of our labor pool.

5. To encourage Hispanic or Latino males and females as well as White, Hispanic or Latino, and Black or African American females to apply for vacancies in the Sworn Protective Services job category.

- a. The Human Resources department may conduct a workforce analysis which may include interviews with current employees and department management. In addition, Human Resources will discuss these findings with the recruitment staff with the affected department. Based on the findings, a recruitment action plan will be developed.
- b. The Human Resources department will seek to enhance outreach efforts that target Hispanic or Latino males and White, Hispanic or Latino, and Black or African American females through job fairs, trade associations, professional journals, minority educational institutions, minority targeted media outlets, the Employment Security Commission and employment training institutions.
- c. Human Resources will continue to offer diversity training for supervisors to ensure they are aware of the need for our workforce to reflect the demographics of our labor pool.

6. To encourage White and Native Hawaiian or Other Pacific Islander females to apply for vacancies in the NonSworn Protective Services job category.

- a. Human Resources will continue to offer diversity training for supervisors to make them aware of the need for our workforce to reflect the demographics of our labor pool.
- b. The Human Resources department may conduct a workforce analysis which may include interviews with current employees and department management. In addition, Human Resources will discuss these findings with the recruitment staff with the affected department. Based on the findings, a recruitment action plan will be developed.

7. To encourage White and Black or African American males as well as White females to apply for vacancies in the Administrative Support job category.

- a. The Human Resources department will make the affected departments aware of this under-representation and will seek to enhance outreach efforts that target White and Black or African American males as well as White females in this job category.
- b. Human Resources will continue to offer diversity training for supervisors to make them aware of the need for our workforce to reflect the demographics of our labor pool.
- c. The Human Resources department has identified that there are a wide variety of job classes within this job category. The workforce analysis may include interviews with current employees and department management. Based on the findings, a recruitment action plan will be developed.

8. To encourage Hispanic or Latino males to apply for vacancies in the Skilled Craft job category.

- a. The Human Resources department will continue to offer diversity training for supervisors to make them more aware of the need for our workforce to reflect the demographics of our labor pool.
- b. The Human Resources department will conduct a more detailed workforce analysis to identify which particular divisions and departments represent the most significant under-utilization of Hispanic or Latino males in this job category. The workforce analysis may include interviews with both employees and department management. Based on the findings, a recruitment action plan will be developed.
- c. The Human Resources department will make the management of the affected departments aware of this under-representation and will seek to enhance outreach efforts that target Hispanic or Latino males in this job category through job fairs, trade associations, minority educational institutions, minority targeted media outlets, the Employment Security Commission and employment training institutions.

Step 6: Internal Dissemination

- 1. Once the EEO Short Form is accepted, the Human Resources department will post a copy on the County's intranet site (FCNet). Human Resources will also inform new employees aware during New Employee Orientation.

2. The Human Resources department will include a written notice in the Employee Handbook explaining how employees may view and/or obtain a copy of the County's EEOP Short Form.
3. The Human Resources department will provide an updated bound copy of the EEOP Short Form on display in the reception area of Human Resources for access by employees and the general public.
4. During management diversity training, the EEOP will be discussed as well as related demographic data and underrepresented areas.

Step 7: External Dissemination

1. The Human Resources department will post a copy on the County's internet site www.forsyth.cc for the public to review.
2. The Human Resources department will provide a bound copy of the updated EEOP Short Form to be put on display in the reception area of Human Resources for access by employees and the general public.
3. The Human Resources Department will send bound copies of the County's EEOP Short Form to each of the library branches to be put on display in their respective reading areas.

Utilization Analysis Chart
Relevant Labor Market: Forsyth County, North Carolina

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 #/%	23/61%	0/0%	4/11%	0/0%	0/0%	0/0%	0/0%	0/0%	6/16%	0/0%	5/13%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	10,705/48%	320/1%	1,065/5%	10/0%	130/1%	0/0%	75/0%	10/0%	7,710/35%	290/1%	1,840/8%	25/0%	75/0%	0/0%	55/0%	0/0%
Utilization #/%	13%	-1%	6%	-0%	-1%	0%	-0%	-0%	-19%	-1%	5%	-0%	-0%	0%	-0%	0%
Professionals																
Workforce #/%	107/21%	0/0%	33/7%	1/0%	0/0%	0/0%	0/0%	0/0%	179/36%	15/3%	167/33%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	11,850/33%	310/1%	1,430/4%	25/0%	570/2%	0/0%	60/0%	45/0%	16,465/46%	595/2%	4,075/11%	4/0%	370/1%	0/0%	90/0%	45/0%
Utilization #/%	-12%	-1%	3%	0%	-2%	0%	-0%	-0%	-10%	1%	22%	-0%	-1%	0%	-0%	-0%
Technicians																
Workforce #/%	178/56%	8/2%	18/6%	0/0%	0/0%	0/0%	0/0%	0/0%	89/28%	6/2%	21/7%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,695/25%	75/1%	330/5%	10/0%	110/2%	0/0%	0/0%	0/0%	3,200/48%	215/3%	975/15%	0/0%	75/1%	0/0%	10/0%	0/0%
Utilization #/%	30%	1%	1%	-0%	-2%	0%	0%	0%	-20%	-1%	-8%	0%	-1%	0%	-0%	0%
Protective Services: Sworn-Officials																
Workforce #/%	57/78%	0/0%	9/12%	0/0%	0/0%	0/0%	0/0%	0/0%	6/8%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,870/56%	64/2%	625/19%	10/0%	15/0%	0/0%	49/1%	0/0%	455/14%	10/0%	225/7%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	22%	-2%	-6%	-0%	-0%	0%	-1%	0%	-5%	-0%	-5%	0%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	116/69%	6/4%	18/11%	1/1%	0/0%	0/0%	2/1%	0/0%	16/10%	0/0%	9/5%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	3,365/25%	1,890/14%	1,950/14%	60/0%	90/1%	100/1%	119/1%	35/0%	2,605/19%	1,040/8%	2,260/17%	20/0%	115/1%	0/0%	34/0%	0/0%
Utilization #/%	44%	-10%	-4%	0%	-1%	-1%	0%	-0%	-10%	-8%	-11%	-0%	-1%	0%	-0%	0%
Protective Services: Non-sworn																

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
Administrative Support																
Workforce #/%	91/37%	5/2%	44/18%	0/0%	0/0%	0/0%	1/0%	0/0%	40/16%	2/1%	58/24%	0/0%	0/0%	0/0%	2/1%	0/0%
CLS #/%	95/39%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	135/55%	0/0%	0/0%	0/0%	0/0%	0/0%	15/6%	0/0%	0/0%
Utilization #/%	-1%	2%	18%	0%	0%	0%	0%	-39%	1%	24%	0%	0%	0%	-6%	1%	0%
Skilled Craft																
Workforce #/%	14/6%	0/0%	5/2%	0/0%	0/0%	0/0%	0/0%	75/33%	34/15%	100/44%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	12,550/26%	790/2%	2,955/6%	35/0%	240/0%	15/0%	90/0%	22,545/46%	1,500/3%	7,265/15%	50/0%	350/1%	45/0%	330/1%	25/0%	25/0%
Utilization #/%	-20%	-2%	-4%	-0%	-0%	-0%	-0%	-13%	12%	29%	-0%	-1%	-0%	-0%	-1%	-0%
Service/Maintenance																
Workforce #/%	39/87%	0/0%	5/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	10,405/66%	2,485/16%	1,530/10%	25/0%	120/1%	35/0%	230/1%	510/3%	70/0%	345/2%	20/0%	15/0%	0/0%	0/0%	0/0%	30/0%
Utilization #/%	21%	-16%	1%	-0%	-1%	-0%	-1%	-3%	-0%	0%	-0%	-0%	0%	0%	0%	-0%
Service/Maintenance																
Workforce #/%	26/36%	2/3%	12/17%	1/1%	0/0%	0/0%	0/0%	8/11%	0/0%	23/32%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	14,925/31%	4,445/9%	7,480/16%	125/0%	620/1%	95/0%	85/0%	10,500/22%	2,745/6%	6,505/14%	25/0%	360/1%	10/0%	115/0%	40/0%	40/0%
Utilization #/%	5%	-6%	1%	1%	-1%	-0%	-0%	-11%	-6%	18%	-0%	-1%	-0%	-0%	-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-Patrol Officers		✓							✓	✓						
Protective Services: Non-sworn									✓					✓		
Administrative Support	✓		✓						✓							
Skilled Craft		✓														
Service/Maintenance									✓							

Law Enforcement Category Rank 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
Major																
Workforce #/%	1/50%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenant																
Workforce #/%	11/85%	0/0%	2/15%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeant																
Workforce #/%	22/76%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	5/17%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%
Corporal																
Workforce #/%	23/79%	0/0%	5/17%	0/0%	0/0%	0/0%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	116/69%	6/4%	18/11%	1/0%	0/0%	0/0%	2/1%	0/0%	16/10%	0/0%	9/5%	0/0%	0/0%	0/0%	0/0%	0/0%

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: Shontell Robinson

Human Resources Director

12-27-2019

[signature]

[title]

[date]