

# EEO Utilization Report

## Organization Information

Name: County Of Johnson

City: Olathe

State: KS

Zip: 66061

Type: County/Municipal Government (not law enforcement)

## **Step 1: Introductory Information**

### **Policy Statement:**

#### Policy 105 Equal Opportunity in Employment

It is the policy of the Johnson County Government not to discriminate against any employee or applicant for employment because of race, color, sex, religion or creed, age, disability, pregnancy, ancestry or national origin, military status or membership or service in the military. The County prohibits and will not tolerate unlawful discrimination by employees and elected and appointed officials against any employee or applicant for employment. In addition, the County prohibits discrimination on the basis of political affiliation or belief.

The County will make reasonable accommodations for the impairments of qualified individuals with disabilities, consistent with the qualifications required for the essential functions of the position, unless the accommodation would cause undue hardship. The County will make reasonable accommodations for individuals bona fide religious beliefs and practices to the extent required by federal or state law, unless undue hardship to the County would result.

#### Policy 106 Productive Work Environment

It is the policy of the Johnson County Government to provide a productive work environment that is free from harassment, intimidation, violence, or other disruptive behavior. All employees may expect to work in and are expected to maintain an environment free from inappropriate, harassing, or disruptive behavior.

The County will not tolerate verbal or physical conduct by any employee that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile work environment. The County prohibits all forms of harassment, especially based upon race, national origin or ancestry, religion, disability, pregnancy, age, military status, sex, or gender.

## Step 4b: Narrative of Interpretation

For underutilized areas, the County of Johnson will review its advertising, recruiting, and employment processes in an effort to determine whether the County is reaching the full spectrum of the relevant employment market and seek to determine the basis for possible underutilization.

The County of Johnson seeks to employ the most qualified workforce without regard to race, color, sex, religion or creed, age disability, pregnancy, ancestry or national origin. The County is committed to ensuring equal employment opportunity as described in its' policy statement contained herein.

The County of Johnson will develop a plan and work collaboratively to drive and support county-wide strategies to increase employee diversity related to Asian males in the Professional job category; White and Black or African American females in the Technicians job category; Black or African American females in the Protective Services: Sworn job category; White females in the Protective Services: Non-Sworn job category; White, Hispanic or Latino, and Black or African American males along with Two or More Races females in the Administrative Support category; and White, Hispanic or Latino males along with Hispanic or Latino and Asian females in the Service/Maintenance job category.

## Step 5: Objectives and Steps

**1. The County of Johnson will provide equal employment opportunities for all applicants in the underutilized categories to include Asian males in the Professional job category; Black or African American females in the Protective Services: Sworn category; White and Black or African American females in the Technician job category; White females in the Protected Services: Non-Sworn category; White, Hispanic or Latino and Black or African American males in the Administrative Support job category; Two or More Races females in the Administrative Support category; White or Hispanic or Latino males in the Service/Maintenance category and Hispanic or Latino and Asian females in the Service/Maintenance category**

- a. a. The County of Johnson will continue to post our vacant positions on our internal and external websites for all to see.
- b. b. The County of Johnson will continue to post our promotional opportunities on our internal website for all employees to see.
- c. c. The County of Johnson will review our processes related to pre-employment testing to ensure that the tests do not create a negative impact in the underutilized categories listed above.
- d. d. The County of Johnson will review our processes related to reference checking and background checking to ensure they do not create a negative impact to the underutilized categories listed above.

**2. Evaluate advertising and recruitment strategies to work toward a more diverse workforce.**

- a. Identify outlets that will reach underutilized populations.
- b. Enhance recruitment processes to ensure inclusiveness.

**3. Continue to provide training to supervisors and managers regarding the importance of a diverse workforce.**

- a. Seek opportunities outside of STI to provide training to those supervisors/managers who are responsible for hiring decisions.
- b. Include EEO policies and procedures; proper hiring practices and the importance of a diverse workforce during STI and other training programs as appropriate.

## Step 6: Internal Dissemination

The County of Johnson will post a copy of the EEOP Utilization Report for 2017 on the Johnson County intranet for all employees to view.

The County of Johnson will post the EEOP Utilization Report for 2017 in the lobby where employees and visitors can view it.

The County of Johnson will provide a hard copy of the EEOP Utilization Report for 2017 to anyone who requests it.

The County of Johnson will announce in our news link that anyone wanting a copy of the EEOP Utilization Report for 2017 can receive a hard copy by notifying Human Resources at (913) 715-1400 or by emailing [Tambra.Rodriguez@jocogov.org](mailto:Tambra.Rodriguez@jocogov.org).

### **Step 7: External Dissemination**

The County of Johnson will post a copy of the EEOP Utilization Report for 2017 on the Johnson County internet for all individuals to view.

The County of Johnson will provide a copy of the EEOP Utilization Report for 2017 to anyone who requests it.

The County of Johnson will notify contractors and vendors via our procurement department that they may read and request a copy of our EEOP Utilization Report for 2017 by either contacting the Human Resources Department at (913)715-1400, by emailing [Tambra.Rodriguez@jocogov.org](mailto:Tambra.Rodriguez@jocogov.org) or by going to our internet site and printing it off.

**Utilization Analysis Chart**  
**Relevant Labor Market: Johnson County, Kansas**

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 #/%	117/52%	4/2%	4/2%	0/0%	0/0%	0/0%	0/0%	0/0%	88/39%	3/1%	4/2%	1/0%	1/0%	0/0%	1/0%	0/0%
CLS #/%	27,370/54%	685/1%	995/2%	50/0%	700/1%	35/0%	320/1%	130/0%	18,455/36%	595/1%	1,070/2%	75/0%	460/1%	15/0%	155/0%	40/0%
Utilization #/%	-1%	0%	-0%	-0%	-1%	-0%	-1%	-0%	3%	0%	-0%	0%	-0%	-0%	0%	-0%
<b>Professionals</b>																
Workforce #/%	264/36%	13/2%	28/4%	0/0%	5/1%	0/0%	0/0%	1/0%	364/50%	20/3%	19/3%	3/0%	12/2%	0/0%	1/0%	1/0%
CLS #/%	24,420/39%	990/2%	980/2%	80/0%	1,875/3%	0/0%	200/0%	85/0%	30,485/49%	760/1%	1,200/2%	50/0%	1,285/2%	0/0%	280/0%	50/0%
Utilization #/%	-3%	0%	2%	-0%	-2%	0%	-0%	0%	1%	2%	1%	0%	-0%	0%	-0%	0%
<b>Technicians</b>																
Workforce #/%	119/57%	3/1%	4/2%	2/1%	1/0%	0/0%	0/0%	0/0%	71/34%	3/1%	6/3%	0/0%	1/0%	0/0%	0/0%	0/0%
CLS #/%	4,040/39%	100/1%	295/3%	4/0%	190/2%	15/0%	50/0%	0/0%	4,640/44%	125/1%	710/7%	0/0%	210/2%	0/0%	60/1%	0/0%
Utilization #/%	18%	0%	-1%	1%	-1%	-0%	-0%	0%	-11%	0%	-4%	0%	-2%	0%	-1%	0%
<b>Protective Services: Sworn</b>																
Workforce #/%	350/78%	14/3%	8/2%	2/0%	1/0%	0/0%	2/0%	0/0%	65/15%	3/1%	2/0%	1/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,860/78%	65/2%	85/2%	10/0%	15/0%	0/0%	14/0%	0/0%	505/14%	20/1%	100/3%	0/0%	0/0%	0/0%	10/0%	0/0%
Utilization #/%	0%	1%	-1%	0%	-0%	0%	0%	0%	1%	0%	-2%	0%	0%	0%	-0%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	90/33%	4/1%	35/13%	1/0%	1/0%	1/0%	0/0%	0/0%	105/38%	10/4%	24/9%	1/0%	2/1%	0/0%	1/0%	0/0%
Civilian Labor Force #/%	140/25%	20/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	350/64%	0/0%	30/5%	0/0%	0/0%	0/0%	10/2%	0/0%
Utilization #/%	7%	-2%	13%	0%	0%	0%	0%	0%	-25%	4%	3%	0%	1%	0%	-1%	0%
<b>Administrative Support</b>																
Workforce #/%	81/12%	5/1%	8/1%	0/0%	2/0%	1/0%	0/0%	0/0%	521/74%	33/5%	34/5%	3/0%	9/1%	4/1%	0/0%	0/0%
CLS #/%	33,120/35%	1,655/2%	2,735/3%	120/0%	760/1%	0/0%	435/0%	95/0%	46,770/49%	3,035/3%	4,800/5%	195/0%	1,050/1%	0/0%	840/1%	165/0%

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 #/%	-23%	-1%	-2%	-0%	-1%	0%	-0%	-0%	25%	2%	-0%	0%	0%	1%	-1%	-0%
<b>Skilled Craft</b>																
Workforce #/%	176/87%	11/5%	8/4%	2/1%	2/1%	0/0%	0/0%	0/0%	4/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	15,365/76%	2,430/12%	690/3%	65/0%	275/1%	0/0%	180/1%	15/0%	905/4%	80/0%	135/1%	0/0%	70/0%	0/0%	14/0%	25/0%
Utilization #/%	11%	-7%	1%	1%	-0%	0%	-1%	-0%	-2%	-0%	-1%	0%	-0%	0%	-0%	-0%
<b>Service/Maintenance</b>																
Workforce #/%	154/30%	11/2%	40/8%	0/0%	4/1%	0/0%	0/0%	0/0%	223/43%	19/4%	57/11%	3/1%	4/1%	2/0%	2/0%	0/0%
CLS #/%	22,115/35%	6,150/10%	3,515/6%	130/0%	1,065/2%	4/0%	385/1%	160/0%	20,200/32%	4,295/7%	2,890/5%	150/0%	1,280/2%	25/0%	525/1%	130/0%
Utilization #/%	-5%	-8%	2%	-0%	-1%	-0%	-1%	-0%	11%	-3%	6%	0%	-1%	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
<b>Professionals</b>					✓											
<b>Technicians</b>									✓		✓					
<b>Protective Services: Sworn</b>											✓					
<b>Protective Services: Non-sworn</b>									✓							
<b>Administrative Support</b>	✓	✓	✓												✓	
<b>Skilled Craft</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: Rebecca Salter

Director of Human Resources

05-24-2017

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