

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 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 or gender, religion or creed, age, disability, pregnancy, genetic information, 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.

Following File has been uploaded:Policy Statement.docx

Step 4b: Narrative of Interpretation

4b: Narrative of Interpretation

For underutilized areas, the County of Johnson will implement a new applicant tracking system to reach 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 opportunities as described in its policy statement contained herein.

The County of Johnson will utilize the newly created position of Diversity and Inclusion Specialist to develop a plan and work collaboratively to drive and support County-wide strategies to increase employee diversity related to the underutilized categories to include White Females in the Officials and Administrators job category; Asian Males and Females and the classification of Two or More Races 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, Black or African American and Two or more races classification in the Administrative Support category; Hispanic or Latino males in the Skilled Craft job category and White and Hispanic or Latino males and Hispanic 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 White Females in the Officials and Administrators job category; Asian Males and Females and the classification of Two or More Races 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, Black or African American and Two or more races classification in the Administrative Support category; Hispanic or Latino males in the Skilled Craft job category and White and Hispanic or Latino males and Hispanic and Asian females in the Service/Maintenance job category.

- a. The County of Johnson in Kansas will continue to post our vacant positions on our internal and external websites for all to see.
- b. The County of Johnson in Kansas will continue to post our promotional opportunities on our internal website for all employees to see.
- c. The County of Johnson in Kansas will continue to 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. The County of Johnson in Kansas will continue to 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.

2.2. Hire a Diversity and Inclusion Specialist

- a. The Diversity and Inclusion Specialist will focus on identifying outlets that will reach underutilized populations
- b. The Diversity and Inclusion Specialist will work with the Human Capital Management implementation team to assist in creating inclusionary processes.
- c. The Diversity and Inclusion Specialist will focus on finding the diverse talent needed to meet the current and future needs of the County, including Executive Recruitment.
- d. The Diversity and Inclusion Specialist will be responsible for identifying creative ways to reach candidates, entering markets not previously tapped by traditional means.
- e. The Diversity and Inclusion Specialist will assist with workforce planning processes as well as identifying and coordinating other diversity/inclusion related initiatives.

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

- a. The County of Johnson in Kansas will continue to seek opportunities outside of the Supervisor Training Institute to provide training to those supervisors/managers who are responsible for hiring decisions
- b. The County of Johnson in Kansas will include EEO policies and procedures; proper hiring practices and the importance of a diverse workforce during the Supervisor Training Institute and other training programs as appropriate.

Step 6: Internal Dissemination

Post information on the bulletin board in the Human Resources Department lobby for internal employees and the general public to see. We will also provide copies to those departments, employees, and citizens who request it.

Step 7: External Dissemination

Post information on the bulletin board in the Human Resources Department lobby for internal employees and the general public to see. We will also provide copies to those departments, employees, and citizens who request it.

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
Officials/Administrators																
Workforce #/%	97/66%	3/2%	2/1%	0/0%	0/0%	1/1%	0/0%	0/0%	38/26%	2/1%	1/1%	1/1%	1/1%	0/0%	0/0%	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 #/%	13%	1%	-1%	-0%	-1%	1%	-1%	-0%	-10%	0%	-1%	1%	-0%	-0%	-0%	-0%
Professionals																
Workforce #/%	362/36%	13/1%	32/3%	0/0%	4/0%	0/0%	0/0%	0/0%	512/51%	31/3%	31/3%	4/0%	16/2%	2/0%	0/0%	0/0%
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%	-3%	0%	-0%	-0%	2%	2%	1%	0%	-0%	0%	-0%	-0%
Technicians																
Workforce #/%	133/58%	8/3%	5/2%	1/0%	2/1%	0/0%	0/0%	0/0%	73/32%	2/1%	5/2%	0/0%	2/1%	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 #/%	19%	3%	-1%	0%	-1%	-0%	-0%	0%	-13%	-0%	-5%	0%	-1%	0%	-1%	0%
Protective Services: Sworn																
Workforce #/%	402/76%	23/4%	16/3%	2/0%	4/1%	1/0%	2/0%	0/0%	70/13%	7/1%	2/0%	0/0%	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 #/%	-2%	3%	1%	0%	0%	0%	-0%	0%	-0%	1%	-2%	0%	0%	0%	-0%	0%
Protective Services: Non-sworn																
Workforce #/%	93/31%	6/2%	46/15%	1/0%	2/1%	0/0%	0/0%	0/0%	111/37%	9/3%	29/10%	0/0%	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 #/%	6%	-2%	15%	0%	1%	0%	0%	0%	-27%	3%	4%	0%	1%	0%	-1%	0%
Administrative Support																
Workforce #/%	94/13%	5/1%	10/1%	1/0%	3/0%	0/0%	0/0%	0/0%	521/72%	36/5%	36/5%	3/0%	11/2%	2/0%	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%


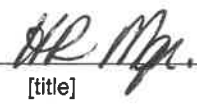

Job Categories	Male								Female								
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	
	%								%								
Utilization #/%	-22%	-1%	-1%	0%	-0%	0%	-0%	-0%	23%	2%	-0%	0%	0%	0%	0%	-1%	-0%
Skilled Craft																	
Workforce #/%	205/86%	14/6%	7/3%	2/1%	2/1%	0/0%	0/0%	0/0%	6/3%	0/0%	2/1%	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 #/%	10%	-6%	-0%	1%	-1%	0%	-1%	-0%	-2%	-0%	0%	0%	-0%	0%	-0%	-0%	-0%
Service/Maintenance																	
Workforce #/%	140/26%	12/2%	42/8%	1/0%	4/1%	0/0%	0/0%	0/0%	215/41%	24/5%	85/16%	1/0%	1/0%	2/0%	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%	2,690/5%	150/0%	1,280/2%	25/0%	525/1%	130/0%	
Utilization #/%	-9%	-7%	2%	-0%	-1%	-0%	-1%	-0%	9%	-2%	11%	-0%	-2%	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											✓					
Protective Services: Non-sworn									✓							
Administrative Support	✓	✓	✓												✓	
Skilled Craft		✓														
Service/Maintenance	✓	✓								✓			✓			

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.

  
[signature] [title] [date]