

EEO Utilization Report

Organization Information

Name: County Of San Luis Obispo

City: San Luis Obispo

State: CA

Zip: 93408

Type: County Attorney General or Prosecutor's Office

Step 1: Introductory Information

Policy Statement:

The County maintains and promotes a policy of equal employment opportunity within the County. The County is committed to maintaining a work environment that is merit based, and free from discrimination. The Board of Supervisors, its managers, employees, agents, and volunteers will not discriminate against any applicant for employment, employee, contractor, subcontractor, vendor, or client because of age, ethnicity, marital status, medical condition (cancer or genetic characteristics), national origin, physical or mental disability, pregnancy, race, religion, sex, sexual orientation, gender expression or identity, or any other legally protected status.

This policy shall apply to all employment actions including, but not limited to: recruitment, testing, hiring, training, promotion, demotion, transfer, layoff, discipline, salary and benefits administration, and participation on or appointment to all County boards and commissions. All employment decisions shall be made on the basis of individual qualifications, bona fide occupational qualifications for the job in question, and the feasibility of any necessary job accommodations.

The employment goal of the County is to develop an employee population that is representative of the general population of San Luis Obispo County. The County will take positive measures toward eliminating artificial barriers to employment and achieving equal opportunity through its continued implementation and coordination of the County's Equal Employment Opportunity (EEO) Plan, and through its review and evaluation of hiring, promotional and employment policies and procedures.

Following File has been uploaded:Equal Employment Opportunity Plan 2014-2017.pdf

Step 4b: Narrative of Interpretation

County of San Luis Obispo performs a utilization analysis each year. Our prior analysis has not indicated underutilization for race or gender. The Utilization Analysis Chart required for this report presents an alternate view of the County of San Luis Obispo's utilization. The following are our observations:

- Due to the small numbers of candidates in the available workforce for some groups, it is difficult to interpret the level of underutilization in the job category. For example, there are 47 Native Hawaiian and Alaskan natives in our entire available workforce across all job categories.
- Review of our recruitment and selection processes identified a low number of applicants for positions identified as underutilized in other categories, such as Hispanic or Latino Males for some job categories, despite appropriate utilization countywide across all job categories.

In keeping with the County of San Luis Obispo's commitment to having a workforce that reflects the community it serves, we will continue to see if there may be ways to attract identified populations to apply for underutilized positions.

Original Submission 1/12/2018

Feedback Received 5/4/2018

Updated to address feedback 5/23/2018

Following File has been uploaded: Equal Employment Opportunity Plan 2014-2017.pdf

Step 5: Objectives and Steps

1. Recruitment and Selection

- a. Human Resources and County departments will work on outreach strategies to increase employment applications from qualified individuals in underrepresented groups. For Hispanic and Latino males identified in our Underutilization chart we will reach out to community organizations such as the Latino Outreach Council to advertise job openings or provide links to our career opportunities on their website with the goal to increase the percentage of applications received from Hispanic or Latino males to be in proportion to the available workforce.
- b. Human Resources and County departments will partner to develop succession planning strategies as the "Baby-Boomer" exodus continues over the next several years.
- c. Human Resources and County departments will partner to develop enhanced outreach efforts to attract applicants in underrepresented groups during recruitments for Officials/Administrators. We will continue to perform adverse impact analysis during recruitments to review for adverse testing/scoring for identified underutilized groups such as Hispanic or Latino Males.

2. Training and Diversity

- a. Human Resources will continue development of Supervisor Training modules in support of the County's efforts to fully train all supervisors on quality supervision practices and procedures.

3. Career Development and Employee Retention

- a. When appropriate, County departments will utilize expanded work experience opportunities and special assignments to enhance career development including:
 - a. Short term "out-of-class" assignments on a developmental basis
 - b. "Acting" assignments
 - c. Substitute / Provisional appointments
 - d. Job assignment rotation
 - e. Short term projects
 - f. Committee assignments
 - g. Training opportunities
 - h. Coaching and Mentoring projects

Step 6: Internal Dissemination

EEO Utilization is prepared and presented to the Civil Service Commission in the annual report, and this report as submitted will be posted on our intranet as well as communicated to department heads via email requesting them to forward to their staff notifying them that the report is available on the County of San Luis Obispo website and hard copies are available on request at the Department of Human Resources located on the Second Floor of 1055 Monterey Street, San Luis Obispo, CA 93401.

Original Submission 1/12/2018

Feedback Recieved 5/4/2018

Updated to address feedback 5/23/2018

Step 7: External Dissemination

The EEO Utilization Report is posted on the public website at <http://www.slocounty.ca.gov>. A notice will be posted in the lobby of the 1055 Monterey Street as well as the Civil Service Notice board informing the public that the report is available on the County website and hard copes are available at the Department of Human Resources reception desk upon request.

Original Submission 1/12/2018

Feedback Recieved 5/4/2018

Updated to address feedback 5/23/2018

Utilization Analysis Chart
Relevant Labor Market: San Luis Obispo 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 #/%	41/49%	4/5%	0/0%	0/0%	1/1%	1/1%	5/6%	0/0%	26/31%	1/1%	0/0%	0/0%	2/2%	0/0%	2/2%	0/0%
CLS #/%	6,735/50%	815/6%	145/1%	10/0%	325/2%	0/0%	95/1%	25/0%	4,270/32%	795/6%	0/0%	40/0%	195/1%	0/0%	60/0%	4/0%
Utilization #/%	-0%	-1%	-1%	-0%	-1%	1%	5%	-0%	-0%	-5%	0%	-0%	1%	0%	2%	-0%
Professionals																
Workforce #/%	259/26%	30/3%	7/1%	0/0%	5/1%	1/0%	19/2%	11/1%	495/50%	69/7%	5/1%	2/0%	17/2%	0/0%	76/8%	0/0%
CLS #/%	8,030/38%	760/4%	145/1%	75/0%	500/2%	55/0%	145/1%	40/0%	9,385/45%	955/5%	30/0%	30/0%	495/2%	15/0%	170/1%	95/0%
Utilization #/%	-12%	-1%	0%	-0%	-2%	-0%	1%	1%	5%	2%	0%	0%	-1%	-0%	7%	-0%
Technicians																
Workforce #/%	85/20%	20/5%	2/0%	0/0%	3/1%	0/0%	7/2%	0/0%	171/41%	76/18%	4/1%	0/0%	6/1%	0/0%	41/10%	0/0%
CLS #/%	1,260/36%	355/10%	45/1%	35/1%	50/1%	0/0%	10/0%	15/0%	1,510/43%	120/3%	35/1%	0/0%	75/2%	0/0%	0/0%	0/0%
Utilization #/%	-15%	-5%	-1%	-1%	-1%	0%	1%	-0%	-2%	15%	-0%	0%	-1%	0%	10%	0%
Protective Services: Sworn																
Workforce #/%	267/64%	40/10%	7/2%	0/0%	2/0%	1/0%	4/1%	0/0%	66/16%	27/6%	2/0%	0/0%	0/0%	0/0%	4/1%	0/0%
CLS #/%	2,055/67%	470/15%	50/2%	0/0%	35/1%	0/0%	14/0%	20/1%	245/8%	130/4%	0/0%	0/0%	15/0%	0/0%	55/2%	0/0%
Utilization #/%	-3%	-6%	0%	0%	-1%	0%	0%	-1%	8%	2%	0%	0%	-0%	0%	-1%	0%
Protective Services: Non-sworn																
Workforce #/%	13/36%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	22/61%	0/0%	0/0%	0/0%	0/0%	0/0%	1/3%	0/0%
Civilian Labor Force #/%	60/26%	30/13%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	130/57%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/4%
Utilization #/%	10%	-13%	0%	0%	0%	0%	0%	0%	5%	0%	0%	0%	0%	0%	3%	-4%
Administrative Support																
Workforce #/%	34/7%	13/3%	2/0%	0/0%	1/0%	1/0%	8/2%	0/0%	263/55%	110/23%	4/1%	0/0%	10/2%	2/0%	33/7%	0/0%
CLS #/%	8,550/27%	2,120/7%	115/0%	50/0%	340/1%	0/0%	115/0%	35/0%	15,250/48%	3,630/11%	310/1%	150/0%	480/2%	0/0%	280/1%	190/1%

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 #/%	-20%	-4%	0%	-0%	-1%	0%	1%	-0%	6%	11%	-0%	-0%	1%	0%	6%	-1%	
Skilled Craft																	
Workforce #/%	83/89%	4/4%	1/1%	0/0%	2/2%	0/0%	1/1%	0/0%	2/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	
CLS #/%	6,795/68%	2,245/22%	60/1%	115/1%	115/1%	0/0%	79/1%	35/0%	325/3%	155/2%	0/0%	0/0%	10/0%	0/0%	20/0%	25/0%	
Utilization #/%	21%	-18%	0%	-1%	1%	0%	0%	-0%	-1%	-2%	0%	0%	-0%	0%	-0%	-0%	
Service/Maintenance																	
Workforce #/%	116/60%	8/4%	3/2%	0/0%	7/4%	0/0%	6/3%	0/0%	41/21%	8/4%	1/1%	0/0%	1/1%	1/1%	2/1%	0/0%	
CLS #/%	8,785/27%	7,965/25%	220/1%	0/0%	400/1%	25/0%	390/1%	95/0%	9,035/28%	4,640/14%	75/0%	135/0%	500/2%	0/0%	115/0%	85/0%	
Utilization #/%	33%	-20%	1%	0%	2%	-0%	2%	-0%	-7%	-10%	0%	-0%	-1%	1%	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	✓	✓		✓												
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.

Certified As Final By: Deborah Erb

Personnel Analyst III

01-12-2018

[signature]

[title]

[date]