

# EEO Utilization Report

## Organization Information

Name: Upshur County Commission

City: Buckhannon

State: WV

Zip: 26201

Type: County/Municipal Government (not law enforcement)

## **Step 1: Introductory Information**

### **Policy Statement:**

Upshur County is an Equal Opportunity Employer. It is, and has been, the expressed policy of Upshur County to comply with the letter and spirit of all laws. The policy on this subject stresses the importance on having the entire organization understand that, in its recruitment and all conditions of employment, the County seeks the best qualified applicants and workers in all categories of employment without regard to actual or perceived race, religion, color, national origin, sex, age or handicap. The policy relates not only to the selection and hiring of personnel, but also to the promotion, training, compensation, conditions and privileges of employment and promotion of all employees who will be treated equally on the basis of merit, efficiency and fitness. Employment with Upshur County is open to all qualified applicants.

## Step 4b: Narrative of Interpretation

The Upshur County Commission reviewed the Utilization Analysis Chart and identified the following underrepresentation of employees:

1. White males were underrepresented in the following job categories: Officials/Administrators (-60%), Professionals (-10%), Technicians (-1%) and Administrative Support (-32%).
2. Hispanic or Latino males were slightly underrepresented in the Administrative Support category (-1%).
3. Asian males were slightly underrepresented in the Professionals category (-1%).
4. Males of two or more races were slightly underrepresented in the following job categories: Officials/Administrators (-3%), Professionals (-1%), Technicians (-7%), Administrative Support (-2%) and Service/Maintenance (-1%).
5. White females were significantly underrepresented in the following job categories: Protective Services: Sworn (-40%) and Service/Maintenance (-15%).
6. Hispanic or Latino females were slightly underrepresented in the Administrative Support category (-1%).
7. Females of two or more races were slightly underrepresented in the Professional category (-1%).

These statistics are determined from a voluntary demographic survey which was completed by only 43% of the workforce; therefore, these statistics may not accurately reflect the County's demographics.

Some of the statistics may also be unreliable due to the limited positions that are available in certain job categories, such as Officials/Administrators when elected officials are excluded. Furthermore, contractors for janitorial, pest control, lawn maintenance, construction, and architectural services are excluded from these statistics.

The Upshur County Commission is committed to ensuring the workforce reflects our community. The Upshur County Commission is an equal opportunity employer.

## Step 5: Objectives and Steps

### 1. Our objective is to offer equal employment opportunities to all prospective applicants.

- a. A. The County will continue to interview the most qualified applicants.
- B. Actual or perceived race, religion, color, national origin, sex, age or handicap will never be considered in any employment decision.
- C. Employees will be treated equally on the basis of merit, efficiency and fitness (civil service-sworn officers) when considering hiring, promotion, training, compensation, conditions and privileges of employment and promotion.
- D. The County will continue to hold anti-discrimination training on a bi-annual basis for Supervisors and Employees.
- E. The County will continue to review barriers of adverse impact (e.g., review the records of exit interviews of former employees; examine applicant flow data for recent vacancies; review job posting and advertising practices; determine whether there are in-house career paths; evaluate hiring, retention and attrition rates for particular positions, particular offices, or regions).

### 2. Our objective is to utilize broader recruitment techniques to encourage both men and woman of all races to apply for vacancies with our organization in all categories of employment.

- a. The Administration office will expand the location of job postings in an effort to attract a more diverse group of applicants. Currently jobs are posted on the county's website, in the local newspaper and on the Commission's agenda that is emailed to over 240 recipients. We will begin to request that the local libraries, college campus and city hall also post our job advertisements on their public bulletin boards. We are currently in the process of redesigning our website and will make job postings more focal on the home page. Furthermore, we will also consider posting vacancies on recruitment websites, such as Indeed.com, and "boosting" posts on social media outlets, such as Facebook, as budgets allow.

## Step 6: Internal Dissemination

The County Payroll Clerk will disseminate a notice with payroll checks that informs employees that the EEOP Utilization Report is complete and available for review in the County Commission Office, on the County's website or by requesting a copy from the County Administrator or Assistant County Administrator.

The EEOP Utilization Report will be on hand for review by Supervisors and Elected Officials during our quarterly Policy Board Meeting scheduled for January 2019.

The County will post a copy of the EEOP Utilization Report under the "Employee" Tab on the County's website.

A copy of the EEOP Utilization Report will be provided to anyone upon request.

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

The County will post a copy of the EEOP Utilization Report on the County's public website.

The EEOP Utilization Report is on the Commission's agenda for approval on 11/1/18. The agenda is emailed to over 240 individuals.

The Administrative Office will provide a copy of the EEOP Utilization Report to the public library for public use and review.

A copy of the EEOP Utilization Report will be provided to anyone upon request.


**Utilization Analysis Chart**  
**Relevant Labor Market: Upshur County, West Virginia**

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 #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	470/60%	0/0%	0/0%	0/0%	0/0%	0/0%	25/3%	0/0%	285/37%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-60%	0%	0%	0%	0%	0%	-3%	0%	63%	0%	0%	0%	0%	0%	0%	0%
<b>Professionals</b>																
Workforce #/%	2/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/75%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	510/35%	0/0%	0/0%	0/0%	15/1%	0/0%	15/1%	0/0%	885/61%	4/0%	0/0%	0/0%	0/0%	0/0%	15/1%	0/0%
Utilization #/%	-10%	0%	0%	0%	-1%	0%	-1%	0%	14%	-0%	0%	0%	0%	0%	-1%	0%
<b>Technicians</b>																
Workforce #/%	1/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/75%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	60/26%	0/0%	0/0%	0/0%	0/0%	0/0%	15/7%	0/0%	155/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-1%	0%	0%	0%	0%	0%	-7%	0%	8%	0%	0%	0%	0%	0%	0%	0%
<b>Protective Services: Sworn</b>																
Workforce #/%	1/100%	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%	0/0%	0/0%
CLS #/%	30/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	20/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	40%	0%	0%	0%	0%	0%	0%	0%	-40%	0%	0%	0%	0%	0%	0%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	2/100%	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%	0/0%	0/0%
Civilian Labor Force #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Utilization #/%																
<b>Administrative Support</b>																
Workforce #/%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	20/95%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	755/37%	30/1%	0/0%	0/0%	0/0%	0/0%	35/2%	0/0%	1,175/58%	24/1%	0/0%	0/0%	10/0%	0/0%	0/0%	0/0%
Utilization #/%	-32%	-1%	0%	0%	0%	0%	-2%	0%	37%	-1%	0%	0%	-0%	0%	0%	0%
<b>Skilled Craft</b>																

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
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	1,095/94 %	20/2%	0/0%	15/1%	0/0%	0/0%	15/1%	0/0%	25/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Service/Maintenance</b>																
Workforce #/%	3/75%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,050/59 %	0/0%	15/0%	0/0%	0/0%	0/0%	35/1%	0/0%	1,390/40 %	4/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	16%	0%	-0%	0%	0%	0%	-1%	0%	-15%	-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.

 Commission President November 1, 2018  
[signature] [title] [date]