

EEO Utilization Report

Organization Information

Name: Vermilion County

City: Danville

State: IL

Zip: 61832

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

See attachment.

Following File has been uploaded:EEO Policy.pdf

Step 4b: Narrative of Interpretation

The utilization analysis has been reviewed comparing Vermilion Countys workforce to the relevant labor market and noted the following:

1. White males were under-represented in the job category of Administrative Support (-21%).
2. American Indian or Alaska Native males were not represented at all in the Non-Sworn Protective Services category. In comparison to the relevant labor market, the under-representation was (-17%).
3. White females were significantly under-represented in the Technicians (-53%).
4. African American or Black females were not utilized in the Technicians category (-13%).

Step 5: Objectives and Steps

1. To encourage White males and American Indian or Alaska Native males to apply for vacancies in the Administrative Services and Non-Sworn Protective Services categories:

- a. The Human Resources Department will review the applicant pool for all vacancies in these job categories in the last fiscal year to determine whether White and American Indian or Alaska Native male applicants were under-represented.
- b. The Human Resources Department will conduct a workforce analysis to determine which County offices may be under-utilizing White and American Indian or Alaskan native males in these categories.
- c. The Human Resources Department will conduct interviews with department heads in the departments determined to have possibly underutilized White and American Indian or Alaskan Native males in these categories to determine if the selection process had any impact on screening out White and American Indian or Alaskan Native male applicants.
- d. The Human Resources Department will enhance recruitment efforts to target White and American Indian or Alaskan Native males in these categories by attending local job fairs and advertising vacancies on the following websites: Vermilion County, Danville Area Community College, the Illinois Department of Employment Security Job Link, Vermilion Advantage Job Board, and other practicable options.

2. To encourage White and African American or Black females to apply for vacancies in the Technicians and Protective Services categories:

- a. The Human Resources Department will conduct interviews with department heads in the departments determined to have possibly underutilized White and African American or Black females in these categories to determine if the selection process had any impact on screening out White and African American or Black female applicants.
- b. The Human Resources Department will enhance recruitment efforts to target White and African American or Black females in these categories by attending local job fairs and advertising vacancies on the following websites: Vermilion County, Danville Area Community College, the Illinois Department of Employment Security Job Link, Vermilion Advantage Job Board, and other practicable options.
- c. The Human Resources Department will review the applicant pool for all vacancies in these job categories in the last fiscal year to determine whether White and African American or Black female applicants were under-represented.
- d. The Human Resources Department will conduct a workforce analysis to determine which County offices may be under-utilizing White and African American or Black females in these categories.

Step 6: Internal Dissemination

1. A copy of the EEOP Utilization Report will be emailed to all supervisory employees of Vermilion County, including elected officials and department heads.
2. A hard copy of the EEOP Utilization Report will be given to all elected officials and department heads to be made

available to all employees in their department. A memorandum will accompany the report to let them know where the report can be found in the future.

3. A copy of the EEOP Utilization Report will be posted on Vermilion Countys Human Resources webpage.

Step 7: External Dissemination

1. A copy of the EEOP Utilization report will be posted on the Job Opportunities portion of the Vermilion County public website.

2. Distribute a bound copy for display at the Countys official records office, Vermilion County Clerks office, for public display.

3. Include a notification on all job vacancy notices that a copy of Vermilion Countys EEOP Utilization Report is available upon request.

4. Include a notification to all contractors and vendors that a copy of Vermilion Countys EEOP Utilization Report is available upon request.

Utilization Analysis Chart
Relevant Labor Market: Vermilion County, Illinois

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 #/%	15/52%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	13/45%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,595/54%	20/1%	30/1%	0/0%	40/1%	0/0%	0/0%	0/0%	1,115/38%	35/1%	75/3%	0/0%	20/1%	0/0%	25/1%	0/0%
Utilization #/%	-2%	-1%	-1%	0%	-1%	0%	0%	0%	7%	-1%	1%	0%	-1%	0%	-1%	0%
Professionals																
Workforce #/%	19/33%	0/0%	1/2%	0/0%	0/0%	1/2%	1/2%	0/0%	32/56%	0/0%	3/5%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,240/28%	80/2%	50/1%	0/0%	100/2%	0/0%	0/0%	0/0%	2,610/60%	55/1%	205/5%	0/0%	15/0%	0/0%	0/0%	4/0%
Utilization #/%	5%	-2%	1%	0%	-2%	2%	2%	0%	-4%	-1%	1%	0%	-0%	0%	0%	-0%
Technicians																
Workforce #/%	7/78%	1/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	180/17%	15/1%	35/3%	0/0%	0/0%	0/0%	0/0%	15/1%	660/64%	0/0%	130/13%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	60%	10%	-3%	0%	0%	0%	0%	-1%	-53%	0%	-13%	0%	0%	0%	0%	0%
Protective Services: Sworn																
Workforce #/%	34/87%	0/0%	3/8%	0/0%	0/0%	0/0%	0/0%	0/0%	2/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	515/83%	0/0%	30/5%	0/0%	0/0%	0/0%	10/2%	0/0%	50/8%	0/0%	15/2%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	4%	0%	3%	0%	0%	0%	-2%	0%	-3%	0%	-2%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	62/62%	0/0%	4/4%	0/0%	0/0%	0/0%	0/0%	0/0%	30/30%	1/1%	3/3%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	40/67%	0/0%	0/0%	10/17%	0/0%	0/0%	0/0%	0/0%	10/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-5%	0%	4%	-17%	0%	0%	0%	0%	13%	1%	3%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	4/5%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	77/88%	1/1%	4/5%	0/0%	0/0%	0/0%	1/1%	0/0%
CLS #/%	2,210/26%	80/1%	75/1%	0/0%	0/0%	0/0%	15/0%	0/0%	5,570/65%	110/1%	505/6%	0/0%	4/0%	0/0%	14/0%	15/0%
Utilization #/%	-21%	-1%	0%	0%	0%	0%	-0%	0%	23%	-0%	-1%	0%	-0%	0%	1%	-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
Skilled Craft																
Workforce #/%	4/100%	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 #/%	2,710/86%	110/3%	150/5%	15/0%	0/0%	0/0%	4/0%	10/0%	135/4%	20/1%	4/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	14%	-3%	-5%	-0%	0%	0%	-0%	-0%	-4%	-1%	-0%	0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	16/53%	0/0%	2/7%	0/0%	0/0%	0/0%	0/0%	0/0%	11/37%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,790/49%	465/4%	845/7%	0/0%	15/0%	0/0%	65/1%	0/0%	3,920/33%	160/1%	500/4%	0/0%	65/1%	0/0%	60/1%	10/0%
Utilization #/%	5%	-4%	-0%	0%	-0%	0%	-1%	0%	4%	-1%	-1%	0%	-1%	0%	-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
Protective Services: Non-sworn				✓												
Administrative Support	✓															

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: Nancy J. Boose

Human Resources Director

11-30-2017

[signature]

[title]

[date]