

# EEO Utilization Report

## Organization Information

Name: COUNTY OF VERMILION

City: Danville

State: IL

Zip: 61832

Type: County/Municipal Government

## **Section 1: EEO Policy Statement**

### **Policy Statement:**

It is the policy of Vermilion County that all persons are entitled to equal employment opportunities and, therefore, Vermilion County is an affirmative action/ equal opportunity employer. More specifically, there shall be no discrimination because of race, creed, color, national origin, religion, ancestry, marital status, age, sex, or physical or mental disability; it is required that the employee or applicant is qualified and meets the physical requirements necessary for the job. In all cases only qualified individuals shall be hired and the predetermined standards shall not be lowered in any way for employment or promotion; however, reasonable accommodations shall be made for persons with disabilities.

The responsibility for insuring that all phases of personnel administration are in accord with this policy has been assigned to the management (department heads, officeholders, agency administrators) of Vermilion County. It is managements duty to apply this policy to all employees or applicants for employment according to the personnel guidelines and the Affirmative Action Program as adopted. Employees, as applicants for employment, when classified by the above noted criteria, who are members of a class disproportionately represented in the Countys work force, are referred to herein as minority employees or minorities.

## **Section 5: Narrative Interpretation of Data**

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

1. White males were significantly under-represented in the job category of Administrative Support (-21%).
2. White females were under-represented in the job category of Sworn Protective Services category. The under-representation was (-20%).
3. White females were under-represented in the job category of Non-Sworn Protective Services category. The under-representation was (-62%).

## **Section 6: Objectives and Steps**

### **1. 1. To encourage white males to apply for vacancies in the Administrative Services category.**

- a. The Human Resources Department will enhance recruitment efforts to target white 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.
- b. The HRD will review the applicant pool for all vacancies in these job categories in the last fiscal year to determine whether white male applicants were under-represented.
- c. The HRD will conduct a workforce analysis to determine which county offices may be underutilizing white males in this category.
- d. The Human Resources Department will conduct interviews with department heads in the departments determined to have possibly underutilized white males in these categories to determine if the selection process had any impact on screening out white male applicants.

### **2. 2. To encourage white females to apply for vacancies in the Protective Services, both sworn and non-sworn 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 female applicants were under-represented.
- b. The Human Resources Department will conduct a workforce analysis to determine which County offices may be underutilizing white females in these categories.
- c. The Human Resources Department will conduct interviews with department heads in the departments determined to have possibly underutilized white females in these categories to determine if the selection process had any impact on screening out white female applicants.
- d. The Human Resources Department will enhance recruitment efforts to target white 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.

## **Section 7: Dissemination Strategy: Internal**

1. A copy of the EEO Utilization Report will be emailed to all supervisory employees of Vermilion County, including elected officials and department heads.
2. A memorandum will accompany the report to elected officials and department heads asking them to make available and inform their employees where the report can be found.
3. A copy of the EEO Utilization Report will be posted on Vermilion Countys Human Resources webpage.

## **Section 7: Dissemination Strategy: External**

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
<b>Officials/Administrators</b>														
Workforce #/%	16/47%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	18/53%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,870/57%	20/1%	60/2%	0/0%	25/1%	0/0%	0/0%	1,225/37%	4/0%	50/2%	40/1%	0/0%	0/0%	0/0%
Utilization #/%	-10%	-1%	-2%	0%	-1%	0%	0%	16%	-0%	-2%	-1%	0%	0%	0%
<b>Professionals</b>														
Workforce #/%	27/31%	1/1%	1/1%	1/1%	1/1%	0/0%	1/1%	52/59%	1/1%	3/3%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,365/31%	35/1%	30/1%	0/0%	75/2%	0/0%	4/0%	2,675/60%	80/2%	120/3%	4/0%	4/0%	0/0%	50/1%
Utilization #/%	-0%	0%	0%	1%	-1%	0%	1%	-1%	-1%	1%	-0%	-0%	0%	-1%
<b>Technicians</b>														
Workforce #/%	11/65%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	4/24%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,670/48%	100/3%	260/7%	0/0%	15/0%	0/0%	0/0%	1,125/32%	95/3%	205/6%	0/0%	25/1%	0/0%	4/0%
Utilization #/%	17%	3%	-7%	0%	-0%	0%	0%	-9%	-3%	0%	0%	-1%	0%	-0%
<b>Protective Services:</b>														
<b>Sworn</b>														
Workforce #/%	40/87%	1/2%	2/4%	0/0%	0/0%	0/0%	0/0%	2/4%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%
CLS #/%	365/64%	0/0%	20/3%	0/0%	10/2%	0/0%	4/1%	140/24%	10/2%	4/1%	0/0%	20/3%	0/0%	0/0%
Utilization #/%	23%	2%	1%	0%	-2%	0%	-1%	-20%	-2%	1%	0%	-3%	0%	0%
<b>Protective Services: Non-sworn</b>														
Workforce #/%	68/69%	0/0%	2/2%	0/0%	0/0%	0/0%	0/0%	21/21%	1/1%	7/7%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	4/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	40/83%	0/0%	4/8%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	60%	0%	2%	0%	0%	0%	0%	-62%	1%	-1%	0%	0%	0%	0%
<b>Administrative Support</b>														
Workforce #/%	3/3%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	83/88%	3/3%	4/4%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,545/24%	85/1%	80/1%	0/0%	95/1%	0/0%	0/0%	3,995/62%	65/1%	395/6%	4/0%	45/1%	0/0%	85/1%
Utilization #/%	-21%	-0%	-1%	0%	-1%	0%	0%	26%	2%	-2%	-0%	-1%	0%	-1%
<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 #/%	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%
CLS #/%	2,155/88%	60/2%	70/3%	0/0%	4/0%	0/0%	10/0%	135/6%	10/0%	0/0%	0/0%	0/0%	0/0%	4/0%
Utilization #/%	12%	-2%	-3%	0%	-0%	0%	-0%	-6%	-0%	0%	0%	0%	0%	-0%
<b>Service/Maintenance</b>														
Workforce #/%	13/34%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	20/53%	1/3%	3/8%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,465/46%	170/2%	765/8%	45/0%	4/0%	0/0%	35/0%	3,350/34%	140/1%	595/6%	4/0%	75/1%	0/0%	105/1%
Utilization #/%	-12%	-2%	-5%	-0%	-0%	0%	-0%	18%	1%	2%	-0%	-1%	0%	-1%

### 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: Sworn								✓						
Protective Services: Non-sworn								✓						
Administrative Support	✓													

