

EEO Utilization Report

Organization Information

Name: CARROLL COUNTY COMMISSIONERS OF

City: WESTMINSTER

State: MD

Zip: 21157-5108

Type: County/Municipal Government

Section 1: EEO Policy Statement

Policy Statement:

The Board of County Commissioners of Carroll County, Maryland states the following:

No person shall be discriminated against on the basis of age, religion, gender, gender identity, race, color, national origin, genetic information, sexual orientation, pregnancy or maternity, veteran status, marital status, physical or mental disability, except where any of these characteristics are a bona fide occupational qualification.

It will be the policy of the County to recruit, hire, train, evaluate, and promote persons in all job titles without regard to age, religion, gender, gender identity, race, color, national origin, genetic information, sexual orientation, pregnancy or maternity, veteran status, marital status, physical or mental disability, except where any of these characteristics are a bona fide occupational qualification.

The principal of Equal Employment Opportunity will always be the underlying basis for employment decisions.

All personnel actions such as compensation, benefits, transfers, performance evaluations, layoffs, return from layoffs, training programs, tuition assistance, and social and recreational programs will be administered with regard to age, religion, gender, gender identity, race, color, national origin, genetic information, sexual orientation, pregnancy or maternity, veteran status, marital status, physical or mental disability.

All services will be publicized, made available to and provided without regard to age, religion, gender, gender identity, race, color, national origin, genetic information, sexual orientation, pregnancy or maternity, veteran status, marital status, physical or mental disability.

The cooperation and support of all employees and County officials is essential to the goal of assuring Equal Employment Opportunity in all County facilities and insuring non-discrimination in provision of services.

Section 5: Narrative Interpretation of Data

Carroll County Government continues review recruitment activities to identify issues that may pose barriers for applicants. This includes conducting stay and exit interviews, evaluating applicant flow data for vacancies and turnover rates, ensuring job postings and advertising practices are dispersed widely, and re-evaluating career paths and career development initiatives Carroll County Government has enhanced engagement activities and evaluated and increased base pay scales and employee pay to entice applicants and maintain staff.

Section 6: Objectives and Steps

1. Encourage protected groups to apply for positions in the job categories in which they are underutilized.

- a. Carroll County Government will review all employment data related to employment in the under-represented categories. This will include exit interviews, applicant flow data for recent vacancies, job postings and advertising practices, in-house career paths, retention and attrition rates for these positions.
- b. Carroll County Government will enhance recruitment in several ways including increased outreach via career fairs, career days at local technology schools, high schools and colleges that provide access to diverse populations. We will continue to use hiring bonuses for protective services positions and consider referral bonuses for all positions. We will also expand our recruitment efforts on social media outlets including Facebook, LinkedIn, Handshake and Instagram and email and continue to use indeed.com and governmentjobs.com to enhance posting. We will target recruitment websites specific to the position for which we are hiring such as PoliceApp.com and ZipRecruiter.com for protective services positions. We will continue to work closely with the Carroll County Workforce Development office (American Job Center) for recruitment needs.
- c. An updated Human Resources Information System (HRIS) will allow a simplified approach to applying and processing a higher volume of applications quicker reducing the timeframe from application to interview to hire.
- d. All recruitment literature and job advertisements/postings will contain the statement of Equal Employment Opportunity.
- e. Carroll County Government will evaluate and develop a modern position classification program which will outline specific competencies necessary to succeed in our roles and so that we attract diverse applicants for our positions. Our compensation program will be designed to include outlined career paths and ongoing performance management.
- f. Carroll County Government will provide assistance to applicants in completing the employment application and provide information as needed.
- g. All current employees shall be permitted to apply, through transfer or promotion for any position in the county without advanced approval by, or notice to, the present supervisor. All employees who are interviewed but not selected for such positions will be given a notice of the decision.
- h. All employees will be provided the opportunity to develop their work performance and further their career goals through our career development training, tuition assistance and similar programs.
- i. Managers/supervisors will be trained in human relations, diversity and conflict resolution to deal with situations resulting from ethnic, cultural, socio-economic differences in the composition of the workforce.
- j. Employment policies and procedures will be reviewed to ensure they are fair and equitable to all individuals.
- k. Carroll County Government will continue to enhance our Exit Interview, Stay Interview and employee survey techniques and tracking for trends in recruitment and retention using our updated HRIS.

Section 7: Dissemination Strategy: Internal

A copy of the Equal Employment Opportunity Plan (EEOP) Utilization Report will be posted on the Countys Intranet/Sharepoint site and employee bulletin boards for employees to access, review and/or print.

A copy of the EEOP, and any related material will be provided to each bureau and department head. The department head and bureau chief are responsible for reviewing the Plan and becoming familiar with its contents and goals.

All new employees will be notified of the existence of the Plan during their initial orientation. They will also be provided information on how to access a copy of the Plan.

An email will be sent to all current employees to notify them of the existence of the plan and where to access a copy of the Plan.

Developments, changes or revisions will be posted on the County bulletin boards and/or discussed with employees. All literature and job postings will contain a statement of Equal Employment Opportunity and contact information for concerns or complaints.

Section 7: Dissemination Strategy: External

A copy of the Plan will be posted on Carroll County Governments website. As a public document, it will be made available to interested persons, upon request.

All vacancies posted on the Countys website and other sites will include a statement of Equal Employment Opportunity and contact information for concerns or complaints.

Vacancy announcements/postings will be made available through the Carroll County Workforce Development to utilize their representation of minority groups and women in recruitment.

All contractors, vendors, and suppliers will be informed of the Countys Equal Employment Opportunity and non-discrimination policy. Carroll County will only provide monies for funding of projects and/or organizations when the County has knowledge or belief that the project/organization operates in a non-discriminatory manner.

Utilization Analysis Chart
Relevant Labor Market: Carroll County
, Maryland

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 #/%	60/66%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	30/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,750/56%	85/1%	160/2%	0/0%	150/2%	0/0%	25/0%	2,255/33%	65/1%	155/2%	0/0%	70/1%	0/0%	30/0%
Utilization #/%	10%	-1%	-1%	0%	-2%	0%	-0%	-0%	-1%	-2%	0%	-1%	0%	-0%
Professionals														
Workforce #/%	68/42%	1/1%	3/2%	0/0%	1/1%	0/0%	1/1%	81/50%	3/2%	2/1%	0/0%	0/0%	0/0%	3/2%
CLS #/%	3,730/31%	145/1%	190/2%	0/0%	220/2%	0/0%	15/0%	6,915/58%	150/1%	415/3%	25/0%	130/1%	0/0%	85/1%
Utilization #/%	11%	-1%	0%	0%	-1%	0%	0%	-8%	1%	-2%	-0%	-1%	0%	1%
Technicians														
Workforce #/%	42/52%	0/0%	1/1%	1/1%	0/0%	0/0%	0/0%	34/42%	0/0%	1/1%	0/0%	0/0%	0/0%	2/2%
CLS #/%	1,935/47%	35/1%	140/3%	0/0%	4/0%	0/0%	0/0%	1,635/40%	60/1%	235/6%	0/0%	30/1%	0/0%	0/0%
Utilization #/%	4%	-1%	-2%	1%	-0%	0%	0%	2%	-1%	-5%	0%	-1%	0%	2%
Protective Services: Sworn-Officials														
Workforce #/%	101/88%	1/1%	5/4%	1/1%	0/0%	0/0%	0/0%	6/5%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	575/72%	35/4%	30/4%	0/0%	0/0%	0/0%	0/0%	145/18%	4/1%	10/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	16%	-4%	1%	1%	0%	0%	0%	-13%	-1%	-0%	0%	0%	0%	0%
Protective Services: Non-sworn														
Workforce #/%	56/40%	3/2%	4/3%	0/0%	0/0%	0/0%	1/1%	73/52%	2/1%	1/1%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	25/19%	0/0%	25/19%	0/0%	0/0%	0/0%	0/0%	20/15%	0/0%	0/0%	25/19%	0/0%	0/0%	35/27%
Utilization #/%	21%	2%	-16%	0%	0%	0%	1%	37%	1%	1%	-19%	0%	0%	-27%
Administrative Support														
Workforce #/%	7/5%	0/0%	1/1%	0/0%	1/1%	0/0%	0/0%	120/90%	0/0%	4/3%	0/0%	0/0%	0/0%	1/1%
CLS #/%	3,700/27%	260/2%	390/3%	15/0%	100/1%	0/0%	85/1%	8,030/59%	275/2%	400/3%	10/0%	160/1%	10/0%	75/1%
Utilization #/%	-22%	-2%	-2%	-0%	0%	-0%	-1%	30%	-2%	0%	-0%	-1%	-0%	0%
Skilled Craft														

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 #/%	81/94%	1/1%	1/1%	1/1%	0/0%	0/0%	0/0%	2/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,025/86%	190/4%	85/2%	0/0%	60/1%	0/0%	75/2%	200/4%	0/0%	0/0%	0/0%	45/1%	0/0%	0/0%
Utilization #/%	8%	-3%	-1%	1%	-1%	0%	-2%	-2%	0%	0%	0%	-1%	0%	0%
Service/Maintenance														
Workforce #/%	106/89%	1/1%	1/1%	1/1%	0/0%	0/0%	0/0%	10/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,715/44%	850/6%	895/6%	20/0%	235/2%	0/0%	95/1%	5,195/34%	265/2%	445/3%	0/0%	185/1%	0/0%	240/2%
Utilization #/%	45%	-5%	-5%	1%	-2%	0%	-1%	-26%	-2%	-3%	0%	-1%	0%	-2%

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-Officials		✓						✓						
Protective Services: Non-sworn			✓							✓				✓
Administrative Support	✓													
Service/Maintenance		✓	✓					✓						

Law Enforcement Category Rank 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
Colonel/Deputy Chief														
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%
Major														
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%
Captain														
Workforce #/%	6/100%	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%
Lieutenant														
Workforce #/%	17/94%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeant														
Workforce #/%	8/73%	1/9%	0/0%	0/0%	0/0%	0/0%	0/0%	2/18%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Corporal														
Workforce #/%	15/83%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	2/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Master Deputy														
Workforce #/%	51/88%	0/0%	4/7%	1/0%	0/0%	0/0%	0/0%	1/2%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	93/73%	3/2%	4/3%	0/0%	0/0%	0/0%	0/0%	26/20%	0/0%	1/1%	0/0%	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.

Certified As Final By: Kristy Bixler

Director - Human Resources

01-16-2024

[signature]

[title]

[date]