

EEO Utilization Report

Organization Information

Name: County of Bay

City: Bay City

State: MI

Zip: 48708

Type: County/Municipal Government

Section 1: EEO Policy Statement

Policy Statement:

It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public.

Section 5: Narrative Interpretation of Data

Based on small samples sizes and reportable positions, the underrepresentation does not completely reflect our current workforce. Bay County has several professional and administrative support positions filled by Caucasian males; however, some are in appointed positions that are not reportable. Bay County has several vacant positions due to the current hiring climate. We will continue to request this information by providing the option to complete and EEO data survey during the online application process and through quarterly voluntary surveys of current employees to gather data from reportable employees to help represent a clearer picture of the underrepresented race and sex categories.

Section 6: Objectives and Steps

1. Continue to gather data on recruitment, applicant screening, hiring, promotions, terminations, transfers, and disciplines in order to be compliant with 28 C.F.R. section 42.301-308.

- a. Continue to maintain records of promotions, terminations, transfers, and disciplinary actions.
- b. Continue to ask all Bay County departments to report any disciplinary actions to the Personnel Department on a quarterly basis.

2. Continue to gather data to fairly reflect the race and sex of all employees in an effort to improve recruitment and retention of a diverse workforce.

- a. Give applicants the option to complete the EEO data survey during the online application process. The Personnel Department will continue to gather and maintain this data in a confidential database.
- b. Bay County will continue to email current employees on a quarterly basis to ask for voluntary responses disclosing their race and sex. Responses will be updated in the confidential database.
- c. Bay County will continue to send paper surveys on a yearly basis asking for voluntary responses disclosing the employee's sex and race. Responses will be recorded in the confidential database.

Section 7: Dissemination Strategy: Internal

Bay County's policy statement is available to all county employees, applicants, and organizations outside of the county through the employee policy handbook, on the Bay County website, the Bay County intranet, conspicuous locations, and statements on recruiting documents and job postings.

The EEO plan and utilization report will be posted on the Bay County intranet and are available to all Bay County employees. Copies of the EEO plan and utilization report are available in the Personnel Department.

Elected Officials, managerial, and supervisory personnel will be advised of this policy through meetings, and/or training with an emphasis on individual responsibilities for the implementation of this policy.

Section 7: Dissemination Strategy: External

The EEO plan and utilization report will be posted on the Bay County website through a link on the Personnel Department's page.

All job postings and applications will include the Bay County Equal Employment Opportunity Policy statement.

Utilization Analysis Chart
Relevant Labor Market: Bay County
, Michigan

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 #/%	6/46%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/46%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,055/53%	50/1%	35/1%	4/0%	40/1%	0/0%	0/0%	1,430/37%	145/4%	10/0%	60/2%	35/1%	0/0%	4/0%
Utilization #/%	-7%	-1%	-1%	-0%	-1%	0%	0%	9%	4%	-0%	-2%	-1%	0%	-0%
Professionals														
Workforce #/%	41/27%	1/1%	1/1%	0/0%	0/0%	0/0%	0/0%	100/66%	6/4%	1/1%	0/0%	1/1%	0/0%	0/0%
CLS #/%	2,230/39%	45/1%	4/0%	0/0%	100/2%	0/0%	4/0%	3,170/55%	130/2%	30/1%	30/1%	20/0%	0/0%	4/0%
Utilization #/%	-12%	-0%	1%	0%	-2%	0%	-0%	11%	2%	0%	-1%	0%	0%	-0%
Technicians														
Workforce #/%	6/46%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/54%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,910/52%	95/3%	105/3%	0/0%	15/0%	0/0%	0/0%	1,395/38%	105/3%	50/1%	0/0%	4/0%	0/0%	4/0%
Utilization #/%	-6%	-3%	-3%	0%	-0%	0%	0%	16%	-3%	-1%	0%	-0%	0%	-0%
Protective Services: Sworn														
Workforce #/%	29/69%	0/0%	2/5%	0/0%	0/0%	0/0%	0/0%	9/21%	0/0%	1/2%	1/2%	0/0%	0/0%	0/0%
CLS #/%	330/78%	15/4%	0/0%	0/0%	0/0%	0/0%	0/0%	45/11%	10/2%	25/6%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-9%	-4%	5%	0%	0%	0%	0%	11%	-2%	-4%	2%	0%	0%	0%
Protective Services: Non-sworn														
Workforce #/%	11/48%	2/9%	1/4%	0/0%	0/0%	0/0%	0/0%	5/22%	2/9%	0/0%	0/0%	1/4%	0/0%	1/4%
CLS #/%	20/36%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	25/45%	10/18%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	11%	9%	4%	0%	0%	0%	0%	-24%	-9%	0%	0%	4%	0%	4%
Administrative Support														
Workforce #/%	8/8%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	89/86%	5/5%	0/0%	0/0%	1/1%	0/0%	0/0%
CLS #/%	2,330/29%	145/2%	25/0%	10/0%	0/0%	0/0%	10/0%	5,170/64%	155/2%	125/2%	4/0%	60/1%	0/0%	30/0%
Utilization #/%	-21%	-2%	1%	-0%	0%	0%	-0%	21%	3%	-2%	-0%	0%	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 #/%	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%
CLS #/%	2,545/90%	70/2%	30/1%	0/0%	0/0%	0/0%	4/0%	170/6%	10/0%	10/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	10%	-2%	-1%	0%	0%	0%	-0%	-6%	-0%	-0%	0%	0%	0%	0%
Service/Maintenance														
Workforce #/%	42/49%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	39/46%	3/4%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,920/44%	435/4%	115/1%	10/0%	45/0%	15/0%	60/1%	4,770/43%	370/3%	315/3%	25/0%	15/0%	0/0%	35/0%
Utilization #/%	5%	-4%	-1%	-0%	-0%	-0%	-1%	3%	0%	-2%	-0%	-0%	0%	-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	✓													
Protective Services: Non-sworn								✓						
Administrative Support	✓													
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.

[signature]

[title]

[date]