

EEO Utilization Report

Organization Information

Name: Charles County Government

City: La Plata

State: MD

Zip: 20646

Type: County/Municipal Law Enforcement

Step 1: Introductory Information

Policy Statement:

DHR administers a screening process to ensure that each applicant is treated fairly and equally in the employment process regardless of race, color, religion, sex, national origin, age, marital status, sexual orientation, genetic information, gender identity, or disability status.

It is the policy of Charles County to provide equal employment opportunity to all persons regardless of race, color, sex, age, national origin, religious or political affiliation or opinion, disability, marital status, sexual orientation, genetic information, gender identity or expression, or any other status protected by law.

Step 4b: Narrative of Interpretation

See Attachment

Following File has been uploaded:EEO Plan 2019.docx

Step 5: Objectives and Steps

1. It is our objective to increase the representation of females in senior management positions, as well as African-American females in technical positions. We also strive to improve diversity in our administrative support workforce.

- a. Charles County Government will continue to target recruitment efforts at specific populations, through advertisement on minority and other web sites. Such targeted recruitment will occur for all professional positions, within budgetary constraints.
- b. Charles County Government will direct recruitment efforts at minority organizations and associations, including specific professional associations.
- c. Charles County Government will identify, contact, and advertise open positions in African-American and Hispanic media broadcasts and publications with allowable time frames, budget permitting. These are the two groups in Charles County with the most rapidly growing representation in the community labor force.
- d. Charles County Government will continue to explore methods for advertising geared towards military personnel. Such efforts will open new avenues of recruitment and enable the County to reach wider candidate pools.
- e. Charles County Government has expanded marketing efforts on social media, including Facebook and LinkedIn. The County will continue to utilize these sites.
- f. The Department of Human Resources continues to provide technical assistance to hiring departments throughout the recruitment process on legal and EEO issues.
- g. Charles County Government will continue to develop contacts and intensify the County's presence in minority communities by working with established groups and attending events, including job and recruitment fairs, budget permitting.
- h. The Department of Human Resources administers a Summer Intern Program (when funded) to hire high school and college students, providing opportunities to more candidates.
- i. The Department of Human Resources will review and update periodically the County's recruitment methods, practices, and policies to promote equal opportunity through recruitment efforts. The Personnel Policy and Procedures Manual was updated in December 2018.
- j. Charles County Government will enhance upward mobility of all employees, and assure that opportunities for advancement are equally distributed while encouraging minority participation. The County is scheduled to conduct a classification and compensation study in Fiscal 2020, during which we will address this item.
- k. Charles County Government offers a Tuition Reimbursement Program for full-time County employees to assist in paying college tuition, budget funding permitting. Furthering their education may help some internal candidates become better qualified for promotions.
- l. To help enhance the skills of current employees, the Department of Human Resources established a Leadership Academy supervisory training program. This standardized training helps employees prepare for leadership and supervisory roles within the organization.

Step 6: Internal Dissemination

*Charles County Government includes information about equal employment opportunities in the Personnel Policy & Procedures Manual, which is distributed to all employees and is available to all employees on the County's internal web site. This information outlines the County's commitment to equal employment opportunities and the County's recruitment efforts.

*Equal Employment Opportunity information is posted at each reporting site in Charles County Government.

*Internal training for all employees of Charles County Government outlines the Countys zero tolerance policy on discrimination.

*Charles County Government will post the EEO Utilization Report on its internal web site, which is accessible to all employees.

*The Department of Human Resources will notify employees the EEO Utilization Report is available on the internal web site and from the Department of Human Resources upon request.

Step 7: External Dissemination

*Charles County Government includes an Equal Employment Opportunity on its web site, Jobs page, and on position announcements.

*Charles County Government includes an Equal Employment Opportunity statement on its online Application for Employment.

*Charles County Government advertises all jobs externally, except in limited circumstances to provide promotional opportunities. Diversity in the applicant pool is a part of the established criteria when deciding whether to advertise internally.

*The Department of Human Resources will post the EEO Utilization Report on the Charles County Government external web site, which is available to anyone.

*Copies of the EEO Utilization Report are available upon request in the Department of Human Resources.

Utilization Analysis Chart
Relevant Labor Market: Charles 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 #/%	21/51%	1/2%	5/12%	1/2%	1/2%	0/0%	0/0%	0/0%	6/15%	1/2%	5/12%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,965/44%	140/3%	355/8%	0/0%	100/2%	0/0%	20/0%	20/0%	1,155/26%	35/1%	530/12%	45/1%	55/1%	0/0%	30/1%	15/0%
Utilization #/%	7%	-1%	4%	2%	0%	0%	-0%	-0%	-11%	2%	0%	-1%	-1%	0%	-1%	-0%
Professionals																
Workforce #/%	54/28%	0/0%	13/7%	0/0%	2/1%	0/0%	0/0%	2/1%	93/49%	0/0%	22/12%	1/1%	2/1%	0/0%	0/0%	1/1%
CLS #/%	2,270/29%	130/2%	495/6%	15/0%	320/4%	0/0%	45/1%	20/0%	3,110/40%	155/2%	940/12%	0/0%	160/2%	0/0%	40/1%	25/0%
Utilization #/%	-1%	-2%	0%	-0%	-3%	0%	-1%	1%	9%	-2%	-1%	1%	-1%	0%	-1%	0%
Technicians																
Workforce #/%	68/47%	1/1%	10/7%	1/1%	3/2%	0/0%	0/0%	0/0%	54/38%	2/1%	5/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	260/26%	35/4%	110/11%	0/0%	25/2%	0/0%	0/0%	0/0%	325/32%	25/2%	190/19%	0/0%	15/2%	0/0%	0/0%	15/2%
Utilization #/%	21%	-3%	-4%	1%	-0%	0%	0%	0%	5%	-1%	-16%	0%	-2%	0%	0%	-2%
Protective Services: Sworn-Officials																
Workforce #/%	120/80%	2/1%	12/8%	0/0%	2/1%	0/0%	0/0%	0/0%	12/8%	0/0%	2/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	315/51%	0/0%	105/17%	10/2%	0/0%	0/0%	0/0%	4/1%	90/15%	0/0%	80/13%	10/2%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	29%	1%	-9%	-2%	1%	0%	0%	-1%	-7%	0%	-12%	-2%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	99/67%	3/2%	23/16%	1/1%	4/3%	0/0%	0/0%	0/0%	14/9%	0/0%	3/2%	0/0%	1/1%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	2,050/30%	150/2%	1,605/24%	15/0%	15/0%	0/0%	120/2%	0/0%	1,325/20%	100/1%	1,300/19%	10/0%	39/1%	0/0%	30/0%	0/0%
Utilization #/%	37%	-0%	-8%	0%	2%	0%	-2%	0%	-10%	-1%	-17%	-0%	0%	0%	-0%	0%
Protective Services: Non-sworn																
Workforce #/%	143/42%	5/1%	27/8%	2/1%	1/0%	0/0%	0/0%	0/0%	139/40%	2/1%	25/7%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	25/100%	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%

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
Utilization #/%	-58%	1%	8%	1%	0%	0%	0%	0%	40%	1%	7%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	6/4%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	105/74%	2/1%	23/16%	1/1%	1/1%	0/0%	3/2%	0/0%
CLS #/%	2,170/18%	75/1%	1,315/11%	15/0%	125/1%	0/0%	140/1%	40/0%	5,190/43%	200/2%	2,410/20%	105/1%	275/2%	0/0%	70/1%	0/0%
Utilization #/%	-14%	-1%	-10%	-0%	-1%	0%	-1%	-0%	31%	-0%	-4%	-0%	-2%	0%	2%	0%
Skilled Craft																
Workforce #/%	99/54%	0/0%	71/39%	1/1%	0/0%	0/0%	0/0%	0/0%	12/7%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,750/65%	405/10%	820/19%	10/0%	20/0%	0/0%	140/3%	0/0%	55/1%	0/0%	0/0%	0/0%	10/0%	0/0%	0/0%	0/0%
Utilization #/%	-12%	-10%	19%	0%	-0%	0%	-3%	0%	5%	0%	1%	0%	-0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	9/22%	0/0%	16/39%	0/0%	0/0%	0/0%	0/0%	1/2%	1/2%	0/0%	14/34%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,820/27%	555/5%	2,005/19%	0/0%	150/1%	0/0%	45/0%	10/0%	2,590/25%	275/3%	1,690/16%	10/0%	270/3%	0/0%	65/1%	25/0%
Utilization #/%	-5%	-5%	20%	0%	-1%	0%	-0%	2%	-22%	-3%	18%	-0%	-3%	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
Professionals					✓											
Technicians											✓					
Protective Services: Sworn-Officials			✓						✓		✓					
Protective Services: Sworn-Patrol Officers			✓						✓		✓					
Protective Services: Non-sworn	✓															
Administrative Support	✓		✓													
Skilled Craft	✓	✓						✓								
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
Sheriff																
Workforce #/%	0/0%	0/0%	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%
Major																
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%
Lt. Colonel																
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%
Captain																
Workforce #/%	9/100%	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%
Lieutenant																
Workforce #/%	20/91%	0/0%	0/0%	0/5%	1/5%	0/0%	0/0%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeant																
Workforce #/%	39/85%	1/2%	3/7%	0/0%	0/0%	0/0%	0/0%	0/0%	3/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Corporal																
Workforce #/%	50/71%	1/1%	8/11%	0/1%	1/1%	0/0%	0/0%	0/0%	8/11%	0/0%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	99/67%	3/2%	23/16%	1/3%	4/3%	0/0%	0/0%	0/0%	14/9%	0/0%	3/2%	0/0%	1/1%	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.

[signature]

[title]

[date]