

EEO Utilization Report

Organization Information

Name: Bucks County

City: Doylestown

State: PA

Zip: 18901

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

Discrimination, Sexual and other harassment is illegal, and prohibited by Title VII of the Civil Rights Act of 1964. The County of Bucks is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment and bullying. Therefore, the County expects that all relationships among persons in County government will be business-like and free of bias, prejudice, harassment and bullying.

Discrimination

It is the policy of the County to ensure equal employment opportunity without discrimination on the basis of race, color, religion, sex, sexual orientation, age, disability, marital status, citizenship, national origin or any other characteristic protected by law. The County strictly prohibits any such discrimination.

Please see attached.

Following File has been uploaded:002-NonDiscriminationAntiBullying.pdf

Step 4b: Narrative of Interpretation

The County of Bucks Human Resources department has reviewed the utilization analysis chart and identified the following:

1. White females were significantly under-represented in the following categories: Technicians (-19%), Protective Services: Sworn (-5%), Protective Services: Non-Sworn (-32%) and Service/Maintenance (-2%).
2. Asian males are slightly under-represented in the Officials/Administrators (-2%), Professionals (-2%), Technicians (-2%), Protective Services Sworn (-2%), Administrative Support (-1%), Skilled Craft (-1%) and Services/Maintenance (-1%).
3. White females are significantly under-represented in the Protective Services: Non-sworn (-32%) and Protective Services: Sworn (-5%). Hispanic females were slightly under-represented in both Protective Services by (-1%). Black or African American females were slightly under represented in only Protective Services: Sworn (-3). Native Hawaiian or Other Pacific Islander females were slightly under represented in only Protective Services: Sworn (-1).
4. White males are significantly under-represented in the Officials/Administrators (-16%), Professionals (-14%), Technicians (-12%) and Administrative Support (-14%).

In reviewing the 2017 EEOP Utilization Report in comparison to what the County of Bucks submitted in 2015, we are able to show significant improvements in white females in the Protective Services: Sworn and in the Protective Services: Sworn Hispanic or Latino male. We have also seen improvements in Black or African American males in Protective Service and Administrative Support.

The County of Bucks is committed to equal opportunity employment.

Step 5: Objectives and Steps

1. Our objective is to provide equal opportunities for Asian males when our organizations fills vacancies in Officials/Administrators, Professionals, Technicians, Protective Services: Sworn, Administrative Support, Skilled Craft and Service/Maintenance.

- a. Analyze applicant pool to determine if Asians were present and if any identifiable obstacles in the selection process.
- b. Research different recruitment sources for underutilized area to post open positions. External job postings will be posted on www.buckscounty.org. The placement of advertisements in local newspapers, publications, and appropriate professional and technical journals will be determined by the vacancy and Countys workforce.
- c. All individuals will be promoted based on their ability, skills and experience. Union seniority restrictions may apply.
- d. Increase the recruitment efforts at local colleges through Bucks and surrounding Counties. The County of Bucks has participated in career fairs at Delaware Valley University and Penn State and will expand its recruitment efforts to surrounding Counties.
- e. All employment decisions will be consistent with the principles of EEO.

2. Our objective is to provide equal opportunities for minorities when our organization fills vacancies that become available in the Protective Services category.

- a. Minority and women employee who are qualified or can become qualified through training will be considered for promotions.
- b. Increase the recruitment efforts at local colleges through Bucks and surrounding Counties. The County of Bucks has participated in career fairs at Delaware Valley University and Penn State and will expand its recruitment efforts to surrounding Counties.
- c. The County of Bucks does not discriminate against any person because of race, color, creed, religion, sex, ancestry, national origin, nationality, age, marital, familial, veteran status, sexual orientation or preference, or the presence of a non-job-related medical condition, handicap or disability, or any other legally protected status.
- d. Management will continue to communicate that it does not tolerate or permit harassment of any employee because of race, color religion, sex, national origin or any other protected class. Annual training has been and will continue to be conducted on Non-discrimination, Anti-harassment and Bullying; this training is also mandatory for all

new hires during new orientation. The County of Bucks 2017 annual training will be completed by September of each year for current employees.

3. To encourage white females to apply for vacancies in Technicians, Protective Services: Sworn, Protective Services: Non-Sworn and Service/Maintenance.

- a. All individuals will be promoted based on their based on their ability, skills and experience. Union seniority restrictions may apply.
- b. Increase the recruitment efforts at local colleges through Bucks and surrounding Counties. The County of Bucks has participated in career fairs at Delaware Valley University and Penn State and will expand its recruitment efforts to surrounding Counties.
- c. Review the composition of the applicant pool for all vacancies in these job categories in to determine whether white female applicants were under-represented.
- d. Minority and women employee who are qualified or can become qualified through training will be considered for promotions. Union seniority restrictions may apply.

Step 6: Internal Dissemination

The County of Bucks will post notices on the County of Bucks internet and intranet site providing information as to how a copy of the EEOP Utilization Report can be requested. All new hires will trained on non-discrimination, anti-harassment and bullying during their new hire orientation. Annual training will be conducted for current employees. The County of Bucks encourage employees to bring questions or complaints to HR that includes a written reporting procedure. After the 2017 EEOP Utilization Report has been approved it will be disseminated electronically to appropriate management staff. A copy of the EEOP Utilization Report can be requested at the County of Bucks Human Resources Office. A copy of the EEOP Utilization Report is on the County website.

Step 7: External Dissemination

The County of Bucks will notify applicants, vendors and contractors that its EEOP Utilization Report is available to review using the County of Bucks Internet site. A copy of the EEOP Utilization Report can be requested at the County of Bucks Human Resources Office. A copy of the EEOP Utilization Report is on the County website.

Utilization Analysis Chart
Relevant Labor Market: Bucks County, Pennsylvania

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 #/%	73/42%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	99/57%	0/0%	1/1%	0/0%	1/1%	0/0%	0/0%	0/0%
CLS #/%	18,640/58%	410/1%	550/2%	0/0%	600/2%	0/0%	60/0%	15/0%	10,790/34%	250/1%	420/1%	0/0%	305/1%	0/0%	110/0%	10/0%
Utilization #/%	-16%	-1%	-1%	0%	-2%	0%	-0%	-0%	23%	-1%	-1%	0%	-0%	0%	-0%	-0%
Professionals																
Workforce #/%	132/22%	3/0%	8/1%	0/0%	5/1%	0/0%	0/0%	0/0%	407/68%	8/1%	24/4%	1/0%	11/2%	0/0%	1/0%	0/0%
CLS #/%	16,655/36%	325/1%	725/2%	0/0%	1,270/3%	0/0%	60/0%	45/0%	24,475/53%	465/1%	935/2%	25/0%	805/2%	0/0%	65/0%	80/0%
Utilization #/%	-14%	-0%	-0%	0%	-2%	0%	-0%	-0%	15%	0%	2%	0%	0%	0%	0%	-0%
Technicians																
Workforce #/%	65/20%	1/0%	12/4%	0/0%	3/1%	0/0%	0/0%	0/0%	99/30%	3/1%	139/42%	0/0%	6/2%	1/0%	0/0%	0/0%
CLS #/%	2,225/32%	105/2%	105/2%	80/1%	220/3%	0/0%	15/0%	0/0%	3,380/49%	105/2%	435/6%	0/0%	260/4%	0/0%	0/0%	0/0%
Utilization #/%	-12%	-1%	2%	-1%	-2%	0%	-0%	0%	-19%	-1%	36%	0%	-2%	0%	0%	0%
Protective Services: Sworn																
Workforce #/%	97/89%	1/1%	5/5%	0/0%	1/1%	0/0%	0/0%	0/0%	5/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,795/76%	20/1%	110/5%	0/0%	60/3%	0/0%	10/0%	0/0%	225/10%	30/1%	75/3%	0/0%	0/0%	35/1%	0/0%	0/0%
Utilization #/%	13%	0%	-0%	0%	-2%	0%	-0%	0%	-5%	-1%	-3%	0%	0%	-1%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	284/62%	8/2%	43/9%	2/0%	2/0%	2/0%	0/0%	0/0%	90/20%	5/1%	19/4%	0/0%	2/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	230/42%	0/0%	25/5%	0/0%	0/0%	0/0%	0/0%	0/0%	280/51%	10/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	20%	2%	5%	0%	0%	0%	0%	0%	-32%	-1%	4%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	135/18%	2/0%	8/1%	0/0%	1/0%	0/0%	0/0%	0/0%	555/76%	9/1%	22/3%	1/0%	0/0%	1/0%	0/0%	0/0%
CLS #/%	25,660/33%	995/1%	1,600/2%	20/0%	960/1%	0/0%	110/0%	100/0%	43,685/56%	1,855/2%	1,980/3%	60/0%	1,105/1%	25/0%	385/0%	65/0%

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 #/%	-14%	-1%	-1%	-0%	-1%	0%	-0%	-0%	20%	-1%	0%	0%	-1%	0%	-0%	-0%
Skilled Craft																
Workforce #/%	63/94%	1/1%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	19,505/86%	1,155/5%	550/2%	15/0%	295/1%	25/0%	74/0%	80/0%	710/3%	50/0%	45/0%	0/0%	105/0%	0/0%	0/0%	25/0%
Utilization #/%	8%	-4%	-1%	-0%	-1%	-0%	-0%	-0%	-0%	-0%	-0%	0%	-0%	0%	0%	-0%
Service/Maintenance																
Workforce #/%	81/62%	1/1%	5/4%	0/0%	1/1%	0/0%	0/0%	0/0%	39/30%	1/1%	3/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	30,195/44%	5,160/8%	3,355/5%	105/0%	1,335/2%	20/0%	260/0%	50/0%	21,860/32%	2,265/3%	1,985/3%	10/0%	1,290/2%	20/0%	185/0%	65/0%
Utilization #/%	18%	-7%	-1%	-0%	-1%	-0%	-0%	-0%	-2%	-3%	-1%	-0%	-2%	-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
Officials/Administrators	✓															
Professionals	✓				✓											
Technicians	✓				✓				✓							
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.

Certified As Final By: Travis S. Monroe

Director of HR

05-26-2017

[signature]

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