

EEO Utilization Report

Organization Information

Name: County Of Jasper

City: Carthage

State: MO

Zip: 64836

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

As written in the Jasper County Personnel Policy Manual -

Section 3-1 Equal Employment Opportunity

The Jasper County Commission, being aware of the necessity of making a statement of policy as to the equal employment opportunity as provided to the citizens of Jasper County, do hereby issue the following order.

IT IS THEREFORE ORDERED by the County Commission of Jasper County that equal opportunity in employment will be offered without regard to race, color, religion, sex, national origin, handicap, political affiliation, or anything that might be construed as being discriminatory in the employment process no matter how insignificant it might appear.

IT IS FURTHER ORDERED by the Commission that this policy of no discrimination will prevail throughout every aspect of employment and that all decisions for hiring shall be based solely upon each individual's qualifications for the position to be filled.

IT IS FURTHER ORDERED by the Commission that all employee benefits, compensations and other personnel actions will be administered without regard to race, color, religion, sex, age, national origin, handicap, political affiliation, or anything else that might be construed as discriminatory.

IT IS THEREFORE ORDERED by the Commission that it is the intent of the County Commission that this policy shall be enforced the same as any other policy of Jasper County and that all office-holders shall agree to comply with the above statement of policy or submit a policy to their own subject to the approval of the County Commission. Any attempt to thwart or circumvent this policy shall be grounds for disciplinary action as allowed by the Missouri State Statutes.

Step 4b: Narrative of Interpretation

Jasper County has noted the following:

1. In the area of Protective Services: Non-sworn there was significant under-representation for White Females (-63%)
2. In the area of Admin Support there was significant under-representation of White Males (-22%).
3. In the area of Service/Maintenance there was significant under-representation of White Females (-32%).
4. It is noted there were other areas with less significant under-representation of (-8%) or less. These areas include:

Officials/Administrators White Males

Professionals Indian or Asian Males

Protective Services: Asian and White Males, White Females

Protective Services: Non-Sworn White Females

Admin Support Hispanic Males

Service/Maintenance Hispanic, Black, Indian Males and Hispanic,
White Females

Step 5: Objectives and Steps

1. 1

2. Objective to provide equal employment opportunities for White Women when our organization fills vacancies that become available in the Protective Services: Non-Sworn job category.

a. Need for White Women in area of Protective Serv: Non-Sworn category & note percentage is -63% but actual number of total Women in this category is close to the total Men in category. Countys Law Enforcement Agency has extensive resources to seek job applicants including but not limited to Job Boards, MO Career Center, Law Enforcement Academys, Career Days, Community OutReach & social media. FACEBOOK is best outreach to find applicants & hire. Agency hires based on point system w/ Applicants earning points based on qualifications, etc. & extra points are earned if bi-lingual or has military experience. Also, agency has Explorer Program age 15-20 w/interest in law enf. w/same hire process. Recruiter meets w/Explorers 2X a month. Explorers go thru Citizens Academy & are exposed to actual job experiences and Community Involvement is emphasized.

3. Objective to provide equal employment opportunities for White Males when our organization fills vacancies that become available in the Administrative Support job category

a. When County Offices place individuals in positions available, the individual is most often there long term therefore having little turnover in some offices. Though County does not recruit except when job specific, county would accept and encourage hiring males in Administrative Support. The County does have a few offices hiring college age males in seasonal and part-time positions. Given the small numbers in the area of Technicians and Administrative Support, if combined might be a more accurate number.

4. Objective to provide equal employment opportunities for White Women when our organization fills vacancies that become available in the Service/Maintenance job category.

a. This category is made up of individuals working in Building and Grounds/Maintenance and Road Maintenance. When opportunity presents itself females would certainly be considered to a position working in Building & Grounds/Maintenance. Over the years, County has employed several females in these positions and except for one employee all individuals in these positions are over the age of 50. It is however, a small department as the County contracts cleaning and maintenance with outside vendors for several of the county facilities. In the area of Road Maintenance individuals are required to pass an agility test wherein they are required to lift a certain amount of weight w/ repetitions and run on a tread mill for an amount of time as well as other physical tests. This is done w/ a

local vendor. Some male applicants are unable to pass this test. The county does not recruit by gender or race but fills positions with individuals most qualified for a position without discrimination.

Step 6: Internal Dissemination

1. The County will post on its public website a PDF file of the EEOP Short Form that any user may access and download.
2. A copy of the EEOP Short Form will be posted on the Public Bulletin Board in the main hallway of the Courthouse by the Commission Office as well as Public Bulletin Boards in other locations of County offices.
3. Distribute a copy of the EEOP Report to all Elected Officials and Supervisors through email.
4. The EEOP Short Form will be included in the County Employee Hand Book.

Step 7: External Dissemination

1. The County will post on its public website a PDF file of the EEOP Short Form that any user may access and download.
2. The County Commission will request each Elected Official and Department Supervisor to include written statement in all job announcements that a copy of the County's EEOP Short Form is available on request.
3. The County will include written statement on all Request for Proposal to potential contractors that a copy of the County's EEOP may be obtained and how to obtain from the County Clerk.
4. A copy of the EEOP Short Form will be posted on the Public Bulletin Board in the main hallway of the Courthouse by the Commission Office as well as Public Bulletin Boards in other locations of County offices.

Utilization Analysis Chart
Relevant Labor Market: Jasper County, Missouri

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 #/%	6/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/42%	0/0%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,840/58%	10/0%	0/0%	45/1%	30/1%	0/0%	75/2%	0/0%	1,715/35%	50/1%	10/0%	15/0%	40/1%	0/0%	75/2%	0/0%
Utilization #/%	-8%	-0%	0%	-1%	-1%	0%	-2%	0%	7%	-1%	-0%	8%	-1%	0%	-2%	0%
Professionals																
Workforce #/%	12/43%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	15/54%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,150/38%	120/1%	20/0%	35/0%	125/2%	0/0%	45/1%	4/0%	4,495/55%	50/1%	10/0%	85/1%	30/0%	0/0%	48/1%	15/0%
Utilization #/%	5%	-1%	-0%	-0%	-2%	0%	-1%	-0%	-1%	3%	-0%	-1%	-0%	0%	-1%	-0%
Technicians																
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%	0/0%	0/0%
CLS #/%	740/45%	10/1%	0/0%	4/0%	30/2%	0/0%	4/0%	0/0%	790/48%	14/1%	0/0%	15/1%	35/2%	0/0%	14/1%	0/0%
Utilization #/%	55%	-1%	0%	-0%	-2%	0%	-0%	0%	-48%	-1%	0%	-1%	-2%	0%	-1%	0%
Protective Services: Sworn																
Workforce #/%	57/77%	6/8%	2/3%	1/1%	0/0%	0/0%	1/1%	0/0%	6/8%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	560/80%	10/1%	0/0%	4/1%	10/1%	0/0%	20/3%	0/0%	80/11%	0/0%	15/2%	0/0%	0/0%	0/0%	4/1%	0/0%
Utilization #/%	-3%	7%	3%	1%	-1%	0%	-1%	0%	-3%	0%	-1%	0%	0%	0%	-1%	0%
Protective Services: Non-sworn																
Workforce #/%	42/50%	4/5%	3/4%	1/1%	0/0%	0/0%	0/0%	0/0%	31/37%	2/2%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	70/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	50%	5%	4%	1%	0%	0%	0%	0%	-63%	2%	0%	1%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	8/11%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	62/83%	2/3%	0/0%	0/0%	1/1%	0/0%	1/1%	0/0%
CLS #/%	4,940/32%	150/1%	75/0%	145/1%	20/0%	0/0%	114/1%	0/0%	9,075/60%	275/2%	65/0%	215/1%	0/0%	0/0%	165/1%	0/0%
Utilization #/%	-22%	-1%	1%	-1%	-0%	0%	-1%	0%	23%	1%	-0%	-1%	1%	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
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	5,250/84 %	290/5%	115/2%	185/3%	10/0%	0/0%	40/1%	25/0%	270/4%	30/0%	0/0%	4/0%	10/0%	0/0%	24/0%	0/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	33/89%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/3%	1/3%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%
CLS #/%	10,535/50 %	965/5%	335/2%	270/1%	35/0%	25/0%	214/1%	40/0%	7,285/35 %	730/3%	100/0%	165/1%	130/1%	10/0%	155/1%	4/0%
Utilization #/%	39%	-2%	-2%	-1%	-0%	-0%	-1%	-0%	-32%	-1%	-0%	-1%	2%	-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
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]

County Clerk
[title]

1-7-2022
[date]