

# 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:**

#### **I. 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 the small sample size and reportable positions, the underrepresentation does not adequately reflect our current workforce. Bay County employs several professional, administrative, and sworn protective service positions filled by Caucasian males; however, some are in appointed and elected positions that are not reportable. Bay County does continue to have several vacant positions due to the current hiring climate. We will continue to request this information by providing the option of completing EEO data survey during the online application process and through quarterly voluntary surveying of current employees to gather more data from reportable employees to help represent a clearer picture of the underrepresentation of employees of a particular race and sex.

## **Section 6: Objectives and Steps**

### **1. Section 6: Objectives and Steps**

a. 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.

- 1) Continue to maintain records of promotion, termination, transfer, and discipline.
- 2) Continue to ask all Bay County Departments to report any disciplines to the Personnel Department on a quarterly basis.

b. 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.

- 1) Applicants have the option of completing the EEO data survey during the online application process. The Personnel Department will continue to gather and maintain this information in a confidential database.
- 2) Continue to email current employees on a quarterly basis asking for voluntary responses disclosing their race and sex as well as yearly paper surveys. Responses will be updated in the confidential database.
- 3) Continue yearly paper surveys asking for voluntary responses disclosing their race and sex. Updating and maintaining the confidential database when responses are received.

## **Section 7: Dissemination Strategy: Internal**

The Policy Statement is available to all county employees, applicants and organizations outside of the county through the employee policy handbook on the Bay County intranet, posting in conspicuous locations, the Bay County Website and statements on recruiting documents and job postings.

The EEO Plan and utilization report will be posted on the 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 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 County's website through a link on the Personnel 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
<b>Officials/Administrators</b>														
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%
<b>Professionals</b>														
Workforce #/%	37/27%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	90/67%	5/4%	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 #/%	-11%	-1%	1%	0%	-2%	0%	-0%	12%	1%	0%	-1%	0%	0%	-0%
<b>Technicians</b>														
Workforce #/%	4/36%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/64%	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 #/%	-15%	-3%	-3%	0%	-0%	0%	0%	26%	-3%	-1%	0%	-0%	0%	-0%
<b>Protective Services: Sworn</b>														
Workforce #/%	26/72%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	7/19%	0/0%	1/3%	1/3%	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 #/%	-5%	-4%	3%	0%	0%	0%	0%	9%	-2%	-3%	3%	0%	0%	0%
<b>Protective Services: Non-sworn</b>														
Workforce #/%	7/41%	1/6%	1/6%	0/0%	0/0%	0/0%	0/0%	5/29%	2/12%	0/0%	0/0%	1/6%	0/0%	0/0%
Civilian Labor Force #/%	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 #/%	5%	6%	6%	0%	0%	0%	0%	-16%	-6%	0%	0%	6%	0%	0%
<b>Administrative Support</b>														
Workforce #/%	5/6%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	69/87%	4/5%	0/0%	0/0%	0/0%	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 #/%	-23%	-2%	1%	-0%	0%	0%	-0%	23%	3%	-2%	-0%	-1%	0%	-0%
<b>Skilled Craft</b>														

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 #/%	5/100%	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%
<b>Service/Maintenance</b>														
Workforce #/%	32/46%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	35/50%	2/3%	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 #/%	2%	-4%	-1%	-0%	-0%	-0%	-1%	7%	-0%	-1%	-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
<b>Professionals</b>	✓													
<b>Administrative Support</b>	✓													

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.

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[signature]

[title]

[date]