

# EEO Utilization Report

## Organization Information

Name: Bay County

City: Bay City

State: MI

Zip: 48708

Type: County/Municipal Court

## **Step 1: Introductory Information**

### **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.

## **Step 4b: Narrative of Interpretation**

Based on the small sample size and reportable positions, the underrepresentation does not adequately reflect our current workforce. Bay County employs several professional and managerial positions filled by a Caucasian males however, they are appointed and elected positions and thereby not reported. In addition, we continue to have employees who are not voluntarily providing the reportable information. We will continue to gather more data from reportable employees and this will also help present a clear picture of the underrepresentation of employees of a particular race and sex.

## **Step 5: Objectives and Steps**

### **1. Continue to gather data on recruitment, applicant screening, hiring, promotion, termination, transfers and discipline in order to be compliant with 28 C.F.R section 42.301-308**

- a. Continue to maintain records of promotion, termination, transfer and discipline.
- b. Continue to ask all Bay County Departments to report any disciplines 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. Continue to gather and compile equal employment opportunity data.
- b. Applicants have the option of completing an EEO data form. The Personnel Department will continue to maintain this information in a confidential database
- c. Continue to email current employees on a quarterly basis asking for voluntary responses disclosing their race and sex. When a current employee responds to the email, the information will be updated on the confidential database.
- d. Applicant data will be used for reporting EEO information for applicants and will be stored and used as employee data if they are hired.

## **Step 6: Internal Dissemination**

This 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 implementation of this policy.

## **Step 7: External Dissemination**

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 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 #/%	8/47%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	9/53%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,765/55%	30/1%	25/1%	10/0%	35/1%	0/0%	15/0%	0/0%	1,240/39%	35/1%	4/0%	10/0%	10/0%	0/0%	25/1%	0/0%
Utilization #/%	-8%	-1%	-1%	-0%	-1%	0%	-0%	0%	14%	-1%	-0%	-0%	-0%	0%	-1%	0%
<b>Professionals</b>																
Workforce #/%	20/18%	1/1%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	88/77%	2/2%	1/1%	0/0%	1/1%	0/0%	0/0%	0/0%
CLS #/%	2,270/38%	100/2%	25/0%	0/0%	50/1%	0/0%	20/0%	10/0%	3,340/56%	115/2%	20/0%	4/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-21%	-1%	0%	0%	-1%	0%	-0%	-0%	21%	-0%	1%	-0%	1%	0%	0%	0%
<b>Technicians</b>																
Workforce #/%	9/69%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/31%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	415/35%	0/0%	0/0%	0/0%	4/0%	0/0%	0/0%	0/0%	670/57%	10/1%	50/4%	0/0%	0/0%	0/0%	25/2%	0/0%
Utilization #/%	34%	0%	0%	0%	-0%	0%	0%	0%	-26%	-1%	-4%	0%	0%	0%	-2%	0%
<b>Protective Services: Sworn</b>																
Workforce #/%	20/69%	0/0%	2/7%	0/0%	1/3%	0/0%	0/0%	0/0%	3/10%	1/3%	1/3%	1/3%	0/0%	0/0%	0/0%	0/0%
CLS #/%	415/61%	0/0%	0/0%	10/2%	0/0%	0/0%	0/0%	0/0%	85/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-12%	0%	7%	-2%	3%	0%	0%	0%	-6%	3%	3%	3%	0%	0%	0%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	5/36%	1/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	8/57%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	55/93%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-58%	7%	0%	0%	0%	0%	0%	0%	50%	0%	0%	0%	0%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	5/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	65/87%	4/5%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,230/30%	115/1%	10/0%	0/0%	35/0%	0/0%	0/0%	30/0%	6,905/64%	280/3%	85/1%	0/0%	40/0%	0/0%	4/0%	0/0%
Utilization #/%	-23%	-1%	-0%	0%	-0%	0%	0%	-0%	22%	3%	-1%	1%	-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
<b>Skilled Craft</b>																
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%	0/0%	0/0%
CLS #/%	3,055/89%	35/1%	50/1%	4/0%	15/0%	0/0%	35/1%	0/0%	225/7%	0/0%	25/1%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	11%	-1%	-1%	-0%	-0%	0%	-1%	0%	-7%	0%	-1%	0%	0%	0%	0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	26/51%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	20/39%	4/8%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,905/47%	480/4%	175/1%	20/0%	60/0%	30/0%	130/1%	0/0%	5,235/41%	290/2%	135/1%	35/0%	15/0%	0/0%	135/1%	0/0%
Utilization #/%	4%	-4%	-1%	-0%	-0%	-0%	-1%	0%	-2%	6%	1%	-0%	-0%	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
<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.

Certified As Final By: Tracy Cederquist

Personnel Clerk

02-04-2019

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[signature]

[title]

[date]

*Tracy Cederquist*

4-5-19