

# EEO Utilization Report

## Organization Information

Name: Bay County Board Of County Commissioners

City: Panama City

State: FL

Zip: 32405

Type: County/Municipal Government (not law enforcement)

## **Step 1: Introductory Information**

### **Policy Statement:**

See attachment.

Following File has been uploaded:Nondiscrimination Policy.docx

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

1. White females were significantly under-represented in the following Job Categories: Technician, Skilled Craft, and Service Maintenance.
2. Females were significantly under-represented at all in Skilled Craft.
3. Hispanic/Latin males were not represented at all in the following categories: Professionals, Administrative Support.

Although an analysis of each job group may show statistical underutilization in the various job groups set forth above, given the nature of work and the real availability of qualified minorities, the County maintains there is no actual under-representation of minorities and females.

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

**1. The County's current level of minority, Hispanic, African American and female employment is good. The County hopes to achieve better minority and female representation in Job Groups where under-representation may exist based on available openings and minorities.**

- a. Qualified minorities and females will continue to receive careful consideration for all available openings.
- b. Recruiting options will be explored for more diverse cultural avenues that are specific to each minority group.
- c. Continue to attend job fairs and other employment recruiting venues to attempt outreach to females and minorities.
- d. Efforts will continue to be made to find qualified minority and female applicants through local recruitment organizations.
- e. Vacancies will be advertised in applicable trade publications and on relevant/applicable websites.

## **Step 6: Internal Dissemination**

1. We will post the most current EEOP Utilization Report on Bay Admin under the Human Resources folder. Bay Admin is somewhat similar to an intranet, where employees only can access it to find forms, policies, and information for different departments and functions within the Bay County Board of County Commissioners organization.
2. The Bay County Board of County Commissioners will provide hard copies of the EEOP Utilization Report upon request.
3. The Bay County Board of County Commissioners Human Resources Department will email a copy of the EEOP Utilization Report to all supervisors to share with their employees.
4. The Bay County Board of County Commissioners will issue notices that a hard copy of the EEOP Utilization Report is available in the Human Resources Department.

## **Step 7: External Dissemination**

1. The Bay County Board of County Commissioners Human Resources Department will post a copy of the EEOP Utilization Report on their webpage.
2. The Bay County Board of County Commissioners will provide hard copies of the EEOP Utilization Report upon request.
3. Hard copies of the most current EEOP Utilization Report will be available at all branches of the Bay County Board of County Commissioners libraries.

4. The Bay County Board of County Commissioners Purchasing Departments webpage will notify all contractors and vendors that a copy of the EEOP Utilization Report is available upon request.

**Utilization Analysis Chart**  
**Relevant Labor Market: Bay County, Florida**

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 #/%	57/76%	0/0%	1/1%	2/3%	0/0%	0/0%	0/0%	0/0%	13/17%	1/1%	0/0%	0/0%	0/0%	1/1%	0/0%	0/0%
CLS #/%	4,760/55%	145/2%	165/2%	20/0%	95/1%	0/0%	25/0%	40/0%	2,990/35%	100/1%	185/2%	0/0%	45/1%	0/0%	25/0%	40/0%
Utilization #/%	21%	-2%	-1%	2%	-1%	0%	-0%	-0%	-17%	0%	-2%	0%	-1%	1%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	45/56%	0/0%	3/4%	1/1%	0/0%	0/0%	0/0%	0/0%	27/34%	1/1%	2/2%	0/0%	1/1%	0/0%	0/0%	0/0%
CLS #/%	4,245/37%	125/1%	165/1%	4/0%	95/1%	0/0%	30/0%	15/0%	5,880/51%	230/2%	525/5%	30/0%	105/1%	0/0%	120/1%	20/0%
Utilization #/%	20%	-1%	2%	1%	-1%	0%	-0%	-0%	-17%	-1%	-2%	-0%	0%	0%	-1%	-0%
<b>Technicians</b>																
Workforce #/%	49/79%	2/3%	1/2%	1/2%	0/0%	0/0%	0/0%	0/0%	9/15%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,025/37%	30/1%	30/1%	25/1%	4/0%	0/0%	0/0%	0/0%	1,305/47%	50/2%	195/7%	15/1%	25/1%	0/0%	60/2%	0/0%
Utilization #/%	42%	2%	1%	1%	-0%	0%	0%	0%	-33%	-2%	-7%	-1%	-1%	0%	-2%	0%
<b>Protective Services:</b>																
<b>Sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	1,270/68%	105/6%	145/8%	20/1%	0/0%	0/0%	0/0%	0/0%	280/15%	35/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Protective Services: Non-sworn</b>																
Workforce #/%	76/65%	4/3%	3/3%	0/0%	3/3%	2/2%	0/0%	0/0%	27/23%	2/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	85/53%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	60/38%	0/0%	15/9%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	12%	3%	3%	0%	3%	2%	0%	0%	-14%	2%	-9%	0%	0%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	10/9%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	85/79%	6/6%	4/4%	1/1%	0/0%	1/1%	0/0%	0/0%
CLS #/%	6,190/28	250/1%	555/2%	25/0%	130/1%	0/0%	240/1%	0/0%	12,520/56	490/2%	1,310/6%	55/0%	245/1%	15/0%	220/1%	25/0%

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 #/%	-19%	-1%	-2%	-0%	-1%	0%	-1%	0%	22%	3%	-2%	1%	-1%	1%	-1%	-0%
<b>Skilled Craft</b>																
Workforce #/%	122/90%	2/1%	9/7%	1/1%	0/0%	0/0%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	7,330/77%	920/10%	545/6%	80/1%	60/1%	15/0%	85/1%	65/1%	370/4%	35/0%	75/1%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	14%	-8%	1%	-0%	-1%	-0%	-1%	-1%	-3%	-0%	-1%	0%	0%	0%	0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	28/55%	0/0%	18/35%	0/0%	0/0%	0/0%	0/0%	0/0%	5/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	8,410/42%	480/2%	1,350/7%	35/0%	285/1%	0/0%	225/1%	0/0%	6,775/34%	260/1%	1,485/7%	85/0%	470/2%	0/0%	120/1%	0/0%
Utilization #/%	13%	-2%	29%	-0%	-1%	0%	-1%	0%	-24%	-1%	-7%	-0%	-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
Officials/Administrators									✓							
Professionals									✓							
Technicians									✓		✓					
Protective Services: Non-sworn									✓		✓					
Administrative Support	✓															
Skilled Craft		✓														
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: Jeremy Jernigan

HR Specialist/HRIS Coordinator

08-09-2021

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[signature]

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