

EEO Utilization Report

Organization Information

Name: Upshur County Commission

City: Buckhannon

State: WV

Zip: 26201

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

Policy Statement:

Upshur County is an Equal Opportunity Employer. It is, and has been, the expressed policy of Upshur County to comply with the letter and spirit of all laws. The policy on this subject stresses the importance on having the entire organization understand that, in its recruitment and all conditions of employment, the County seeks the best qualified applicants and workers in all categories of employment without regard to actual or perceived race, religion, color, national origin, sex, age or handicap. The policy relates not only to the selection and hiring of personnel, but also to the promotion, training, compensation, conditions and privileges of employment and promotion of all employees who will be treated equally on the basis of merit, efficiency and fitness. Employment with Upshur County is open to all qualified applicants.

whether there are in-house career paths; evaluate hiring, retention and attrition rates for particular positions, offices, or regions).

Step 6: Internal Dissemination

The County Payroll Clerk will disseminate a notice with payroll checks that informs employees that the EEOP Utilization Report is complete and available for review in the County Commission Office, on the County's website or by requesting a copy from the County Administrator or Assistant County Administrator.

This notice will also be posted on the multiple bulletin boards designated for employee notices.

The EEOP Utilization Report will be on hand for review by Supervisors and Elected Officials during our quarterly Policy Board Meeting scheduled for October 2022.

The County will post a copy of the EEOP Utilization Report under the "Employee" Tab on the County's website.

A copy of the EEOP Utilization Report will be provided to anyone upon request.

Step 7: External Dissemination

Notice of the availability of the EEOP Utilization Report will be placed on the bulletin board located outside the Courthouse. This bulletin board is utilized for public notices and is maintained by the Administrative Office.

The County will post a copy of the EEOP Utilization Report on the County's public website.

The EEOP Utilization Report is on the Commission's agenda for approval on 10/27/2022. The agenda is emailed to over 200 individuals.

The Administrative office will provide a copy of the EEOP Utilization Report to the public library for public use and review.

A copy of the EEOP Utilization Report will be provided to anyone upon request.

Step 4b: Narrative of Interpretation

The Upshur County Commission reviewed the Utilization Analysis Chart and identified the following underrepresentation of employees:

1. White males were underrepresented in the following job categories: Professionals (- 35%), Administrative Support (- 84%).
2. Hispanic or Latino males were slightly underrepresented in the Protective Services (-1%) and Administrative Support (-2%) categories.
3. American Indian or Alaska Native males were slightly underrepresented in Administrative Support (-1%) category.
4. Asian males were slightly underrepresented in the Professionals (-1 %) category.
5. Males of two or more races were underrepresented in the following job categories: Officials/Administrators (-3%), Professionals (-1%), Technicians (7%), Protective Services: Non-Sworn (-2%), Administrative Support (-1%).
6. White females were significantly underrepresented in the following job categories: Officials/Administrators (-3%), Technicians (-67%), Protective Services: Non-Sworn (-58%).
7. Hispanic or Latino females were slightly underrepresented in the Protective Services: Non-Sworn (-1%).
8. Females of two or more races were slightly underrepresented in the Professional Category (-1 %).

These statistics are determined from a voluntary demographic survey which was completed by only 25.7% of the workforce; therefore, these statistics may not accurately reflect the County's demographics.

Some of the statistics may also be unreliable due to the limited positions that are available in certain job categories, such as Officials/Administrators when elected officials are excluded. Contractors for janitorial, pest control, lawn maintenance, construction, and architectural services are excluded from these statistics.

The Upshur County Commission is committed to ensuring the workforce reflects our community. The Upshur County Commission is an equal opportunity employer.

Step 5: Objectives and Steps

1. Our objective is to utilize broader recruitment techniques to encourage both men and women of all races to apply for vacancies with our organization in all categories of employment.

a. The Administration office will expand the location of job postings in an effort to attract a more diverse group of applicants. Currently jobs are posted on the County's website, in the local newspaper and on the Commission's agenda that is emailed to over 200 recipients. We will begin to request that the local libraries, college campus and city hall also post our job advertisements on their public bulletin boards. Our website continues to highlight job postings on the home page. Furthermore, over the past two years we have made a more conscientious effort to provide more of a social media presence and "boosted" posts on social media outlets, such as Facebook, as budgets allowed. We are also now utilizing "My Buckhannon", which is an online community news and ecommerce hub, that dispenses job postings on our behalf.

2. 1. Our objective is to offer equal employment opportunities to all prospective applicants.

- a. The County will continue to interview the most qualified applicants.
- b. Actual or perceived race, religion, color, national origin, sex, age or handicap will never be considered in any employment decision.
- c. Employees will be treated equally on the basis of merit, efficiency and fitness (civil service-sworn officers) when considering hiring, promotion, training, compensation, conditions and privileges of employment and promotion.
- d. The County will continue to hold anti-discrimination training for Supervisors and Employees.
- e. The County will continue to review barriers of adverse impact (e.g., review the records of exit interviews of former employees; examine applicant flow data for recent vacancies; review job posting and advertising practices; determine

Utilization Analysis Chart
Relevant Labor Market: Upshur County, West Virginia

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 #/%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
	CLS #/%	470/60%	0/0%	0/0%	0/0%	0/0%	0/0%	25/3%	0/0%	285/37%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	6%	0%	0%	0%	0%	0%	-3%	0%	-3%	0%	0%	0%	0%	0%	0%	0%
Professionals																
	Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
	CLS #/%	510/35%	0/0%	0/0%	0/0%	15/1%	0/0%	15/1%	885/61%	4/0%	0/0%	0/0%	0/0%	0/0%	15/1%	0/0%
Utilization #/%	-35%	0%	0%	0%	-1%	0%	-1%	0%	39%	-0%	0%	0%	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%
	CLS #/%	60/26%	0/0%	0/0%	0/0%	0/0%	0/0%	15/7%	155/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	74%	0%	0%	0%	0%	0%	-7%	0%	-67%	0%	0%	0%	0%	0%	0%	0%
Protective Services:																
Sworn-Officials																
	Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
	CLS #/%	30/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	20/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Protective Services:																
Sworn-Patrol Officers																
	Workforce #/%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	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/
Utilization #/%																
Protective Services: Non-sworn																
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%	0/0%	0/0%
CLS #/%	755/37%	30/1%	0/0%	0/0%	0/0%	0/0%	35/2%	0/0%	1,175/58%	24/1%	0/0%	0/0%	10/0%	0/0%	0/0%	0/0%
Utilization #/%	63%	-1%	0%	0%	0%	0%	-2%	0%	-58%	-1%	0%	0%	-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
Administrative Support																
Workforce #/%	1/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	9/90%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,095/94%	20/2%	0/0%	15/1%	0/0%	0/0%	15/1%	0/0%	25/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-84%	-2%	0%	-1%	0%	0%	-1%	0%	88%	0%	0%	0%	0%	0%	0%	0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	2,050/59%	0/0%	15/0%	0/0%	0/0%	0/0%	35/1%	0/0%	1,390/40%	4/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																

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.

<u>Kristine M. Tenny</u>	<u>President</u>	<u>10/27/2022</u>
[signature]	[title]	[date]