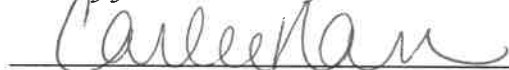


Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 12/31/2020	PREPARED BY: Carlee Nave
Meeting Date Requested: 1/12/2021	PRESENTED BY: Carlee Nave
ITEM: (Select One) <input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Brought Before the Board Time needed:	
SUBJECT: Adoption of Updated Equal Employment Opportunity Utilization Report	
FISCAL IMPACT: N/A	
BACKGROUND: The Prosecuting Attorney's Office receives federal funding through a grant program covered by the Equal Employment Opportunity Program Requirements of the Safe Streets Act's regulation. These program requirements include certification that the County has an Equal Employment Opportunity Program in place, as evidenced by having an Equal Employment Opportunity Utilization Report on file for review in accordance with 28 CFR pt. 42, subpt E that has been updated within the last 24 months. The County's current EEO Utilization Report was updated in January of 2019. HR has updated the Utilization Report and today's request is to adopt the Report so the County is in compliance with this portion of the Safe Streets Act, enabling us to continue to receive federal funds under this program. Once approved, the HR Director will certify to the US Department of Justice Office of Justice Programs, that the plan is up to date and available for review.	
RECOMMENDATION: Adopt EEO Utilization Report as presented in order for the County to continue to receive federal funds under the STOP Grant.	
COORDINATION: HR utilized tools and resources available through the US Department of Justice Office of Justice Programs to complete the report.	
ATTACHMENTS: (Documents you are submitting to the Board) 1. Resolution 2. EEO Utilization Report	
HANDLING / ROUTING: (Once document is fully executed it will be imported into Document Manager. Please list <u>name(s)</u> of parties that will need a pdf)	

I certify the above information is accurate and complete.



Carlee Nave, HR Director

FRANKLIN COUNTY RESOLUTION _____

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**

ADOPTION OF 2021 EQUAL EMPLOYMENT OPPORTUNITY UTILIZATION REPORT

WHEREAS, pursuant to RCW 36.32.120 the legislative authority of each county has the care of county property and management of county funds and business; and

WHEREAS, Franklin County receives federal funding subject to the Equal Employment Opportunity Program requirements of the Safe Streets Act's regulations; and

WHEREAS, the Human Resources Department has prepared an Equal Employment Opportunity Utilization Report and has recommended the Board of County Commissioners adopt such report to fulfill the aforementioned requirements.

NOW, THEREFORE IT IS HEREBY RESOLVED the Equal Employment Opportunity Utilization Report, attached hereto and incorporated herein by reference, is adopted by the Franklin County Board of Commissioners.

DATED this _____ day of _____, 2021.

**BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**

Chair

Chair Pro Tem

ATTEST:

Member

Clerk of the Board



EEO Utilization Report

Organization Information

Name: Franklin County

City: Pasco

State: WA

Zip: 99301

Type: County Attorney General or Prosecutor's Office

Step 1: Introductory Information

Policy Statement:

Franklin County prohibits discrimination and harassment on the basis of race, creed, color, national origin, age, sex, sexual orientation, gender identity, religion, marital status, pregnancy, maternity, breastfeeding, honorably discharged veteran, military status, disability, use of service animal, genetic information, and political or union activities. Conduct of this type is forbidden against employees, members of the public, vendors, clients, job applicants, sales representatives and all others involved with Franklin County.

Step 4b: Narrative of Interpretation

The Human Resources Department reviewed the Utilization Analysis Chart (comparing the County's workforce to the relevant labor market), and noted the following:

There continues to be an under-representation of Hispanic males and females, persisting over multiple job categories.

Hispanic males are under-represented in the job categories of: Officials/Administrators (-7%), Protective Services: Sworn-Officials (-22%), Protective Services: Sworn-Patrol Officers (-35%), Protective Services: Non-Sworn (-25%), Administrative Support (-2%), Skilled Craft (-10%), and Service/Maintenance (-18%).

The representation for Hispanic males has improved since the last report in the following categories: Professionals (up 2%), Technicians (up 6%), Administrative Support (up 4%), and Service/Maintenance (up 11%).

Hispanic females continue to be under-represented in the categories of: Officials/Administrators (-7%), Professionals (-13%), Protective Services: Sworn-Patrol Officers (-16%), Skilled Craft (-1%), and Service/Maintenance (-23%).

The representation for Hispanic females has improved since the last report in the following categories: Protective Services: Sworn-Patrol Officers (up 2%) and Administrative Support (up 5%).

Under-representation of females and non-white employees is especially prevalent in Officials/Administrators and Professionals positions. The County should continue to focus on advancement for under-represented groups in order to promote a workforce that reflects the community we serve.

Step 5: Objectives and Steps

1. Focus recruitment efforts on Hispanic populations.

- a. Enhance outreach efforts by identifying and utilizing advertising resources that target Hispanic applicants.

2. Identify barriers in recruitment that might discourage or screen out Hispanic applicants.

- a. Review applicant flow data to identify if there are steps in the recruitment process which resulted in high fallout of Hispanic applicants.

3. Encourage advancement of female employees.

- a. Utilize data to explore flexible work arrangements that encourage the advancement of female employees.

4. Analyze turnover trends for under-represented groups.

- a. Conduct voluntary exit interviews with employees leaving the County.
- b. Research and compile data to determine how employment policies may affect the retention of under-represented groups.

Step 6: Internal Dissemination

1. Distribute a hard copy of the EEOP Utilization Report to all Department Heads and Elected Officials.
2. Post a copy of the EEOP Utilization Report on the County's public drive, an electronic storage drive on the County's internal network.
3. Send an e-mail to all County employees advising them that the report is available for viewing online or upon request from Human Resources.

Step 7: External Dissemination

1. Include an equal opportunity statement on all job postings.
2. Post a copy of the EEOP Utilization Report on the Franklin County public website.

Utilization Analysis Chart
Relevant Labor Market: Franklin County, Washington

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 #/%	7/78%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/22%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,950/60%	215/7%	10/0%	20/1%	10/0%	0/0%	14/0%	0/0%	805/25%	240/7%	0/0%	10/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	18%	-7%	-0%	-1%	-0%	0%	-0%	0%	-2%	-7%	0%	-0%	0%	0%	0%	0%
Professionals																
Workforce #/%	24/48%	4/8%	0/0%	0/0%	2/4%	0/0%	0/0%	0/0%	16/32%	2/4%	0/0%	0/0%	2/4%	0/0%	0/0%	0/0%
CLS #/%	985/33%	115/4%	55/2%	0/0%	0/0%	0/0%	4/0%	0/0%	1,345/45%	340/11%	15/1%	0/0%	90/3%	0/0%	35/1%	0/0%
Utilization #/%	15%	4%	-2%	0%	4%	0%	-0%	0%	-13%	-7%	-1%	0%	1%	0%	-1%	0%
Technicians																
Workforce #/%	6/33%	2/11%	0/0%	0/0%	1/6%	0/0%	0/0%	0/0%	8/44%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	265/48%	40/7%	0/0%	-0/0%	10/2%	0/0%	0/0%	0/0%	170/31%	55/10%	0/0%	0/0%	15/3%	0/0%	0/0%	0/0%
Utilization #/%	-14%	4%	0%	0%	4%	0%	0%	0%	14%	-4%	0%	0%	-3%	0%	0%	0%
Protective Services:																
Sworn-Officials																
Workforce #/%	8/89%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	260/52%	110/22%	20/4%	0/0%	0/0%	0/0%	0/0%	0/0%	110/22%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	37%	-22%	-4%	0%	0%	0%	0%	0%	-11%	0%	0%	0%	0%	0%	0%	0%
Protective Services:																
Sworn-Patrol Officers																
Workforce #/%	13/81%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/6%	2/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	675/19%	1,270/35%	55/2%	0/0%	4/0%	0/0%	0/0%	0/0%	545/15%	1,005/28%	0/0%	25/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	62%	-35%	-2%	0%	-0%	0%	0%	0%	-9%	-16%	0%	-1%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	22/48%	7/15%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	9/20%	7/15%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	0/0%	20/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	30/60%	0/0%	0/0%	0/0%	0/0%	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
Utilization #/%	48%	-25%	2%	0%	0%	0%	0%	0%	-40%	15%	0%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	2/3%	6/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	39/56%	20/29%	1/1%	2/3%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,925/29%	710/11%	10/0%	20/0%	20/0%	0/0%	80/1%	0/0%	2,545/38%	1,165/18%	50/1%	10/0%	30/0%	20/0%	20/0%	10/0%
Utilization #/%	-26%	-2%	-0%	-0%	-0%	0%	-1%	0%	17%	11%	1%	3%	-0%	-0%	-0%	-0%
Skilled Craft																
Workforce #/%	18/78%	4/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,905/66%	785/27%	60/2%	0/0%	4/0%	0/0%	25/1%	0/0%	75/3%	25/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	12%	-10%	-2%	0%	-0%	0%	-1%	0%	2%	-1%	0%	0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	4/80%	1/20%	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 #/%	2,565/20%	4,855/38%	140/1%	55/0%	160/1%	0/0%	55/0%	0/0%	1,545/12%	2,945/23%	110/1%	80/1%	150/1%	50/0%	40/0%	0/0%
Utilization #/%	60%	-18%	-1%	-0%	-1%	0%	-0%	0%	-12%	-23%	-1%	-1%	-1%	-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
Protective Services: Non-sworn		✓							✓							
Administrative Support	✓															

Law Enforcement Category Rank 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
Commander																
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%
Captain																
Workforce #/%	1/50%	0/0%	0/0%	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%
Sergeant																
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%
Protective Services:																
Sworn-Patrol Officers																
Workforce #/%	13/81%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/6%	2/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

