

EEO Utilization Report

Organization Information

Name: Gaston County Government

City: Gastonia

State: NC

Zip: 28052

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

Gaston County Nondiscrimination Policy Statement

Gaston County Government recognizes that its continued success in meeting the needs of its citizens requires the full and active participation of talented and committed individuals, regardless of their gender, age, race, color, creed, religion, national origin, disability, or political affiliation. It is the policy of the County to foster, maintain, and promote equal employment opportunity. The County shall select employees on the basis of applicants qualifications without regard to race, color, creed, religion, national origin, disability, or political affiliation. Discrimination on the basis of age or sex is prohibited except where age or sex constitutes a bona fide occupational qualification necessary for job performance. Applicants with disabilities shall be given equal consideration with other applicants for positions in which their disabilities do not present an unreasonable barrier to satisfactory performance of duties, or in which reasonable accommodations to their disabilities will remove such barriers. Notices addressing equal employment matters shall be conspicuously posted in all county government buildings where notices are customarily posted. This Policy shall be examined by the Gaston County Human Resources Department at least on an annual basis.

Step 4b: Narrative of Interpretation

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

1. White males were significantly under-represented in the following job categories: Professionals (-14%); Protective Services/Sworn (-13%); and Administrative Support (-19%).
2. Hispanic/Latino males were under-represented in the following job category: Technicians (-2%) and Service & Maintenance (-7%).
3. Black males were significantly under-represented in the following job categories: Protective Services/Sworn (-8%); Administrative Support (-2%); and Service/Maintenance (-6%).
4. White females were significantly under-represented in the following job categories: Technicians (-16%) and Protective Services: Non-Sworn (-29%).

Gaston County is committed to making its workforce profile more closely reflect the available labor force in Gaston County, and we will continue to seek improvements in the recruitment and retention of under-represented populations while at the same time ensuring that our processes follow EEOC guidance to avoid potential unintended discrimination. The County conducts exit interviews and administers exit questionnaires. Information from the questionnaires is analyzed including workforce demographics. Trends are recorded and shared with department leadership. Human Resources monitors and quickly responds to exit data that outlines potential discriminatory practices.

Step 5: Objectives and Steps

1. **To encourage White males to apply for vacancies in the Professionals, Protective Services Sworn, and Administrative Support job categories.**
 - a. The County's Human Resources Department will review the composition of the applicant pool for all vacancies in these job categories in the last fiscal year to determine if White males were underrepresented and develop a report of its findings, along with relevant observations and recommendations.
 - b. Because there are 100 different job classifications that make up the Professionals data set, the County's Human Resources Department (HRD) will review the data for the larger job class categories to see if specific areas can be identified where measures could be taken to improve on the underutilization. Specifically, the Professionals category includes nurses and social workers which are traditionally female dominated professions. If the data supports the assumption, the HRD will explore options and opportunities to recruit White Males, including identifying new sources for job advertisement and recruitment. Additionally, the HRD will review the selection processes in these areas and if necessary conduct management training to eliminate possible bias during the selection process. A recruitment action plan will be created for implementation by the end of the current fiscal year.
 - c. In the category of Protective Services Sworn, regardless of the data, the current environment would suggest that recruiting efforts need to be made to employ more minorities in general. While following EEOC guidance by not asking race identifying questions on job applications, intuitively, we know White Males are not under-represented in our applicant pool for Protective Services Sworn. Because recruiting for Protective Services Sworn positions has become difficult nationwide, The Gaston County Sheriffs Office suspended its residency requirement to encourage more applicants.
 - d. In the category of Administrative Support, it is the County's goal to ensure that White Males receive equal opportunity to secure employment in this classification. The HRD will explore options for recruiting white males for Administrative Support jobs and review the selection processes in these areas and if necessary conduct management training to eliminate possible bias during the selection process. A recruitment action plan will be created for implementation by the end of the current fiscal year.

2. 2. To encourage Hispanic/Latino males to apply for vacancies in the Technician and Service Maintenance categories.

- a. The Countys Human Resources Department will review the composition of the applicant pool for all vacancies in these job categories in the last fiscal year to determine if Hispanic/Latino males were underrepresented and develop a report of its findings, along with relevant observations and recommendations.
- b. HR will conduct a more detailed workforce analysis to identify particular County departments, offices, or job positions that represent significant under-utilization of Hispanic/Latino males in these categories.
- c. In the category of Service Maintenance, it is the Countys goal to ensure that Hispanic/Latino Males receive equal opportunity to secure employment in this classification. The HRD will explore options for recruiting Hispanic/Latino Males for Service/Maintenance and Skilled Craft jobs and review the selection processes in these areas and if necessary conduct management training to eliminate possible bias during the selection process. A recruitment action plan will be created for implementation by the end of the current fiscal year.

3. 3. To encourage Black males to apply for vacancies in the Protective Services Sworn, Administrative Support and Service/Maintenance job categories.

- a. In the category of Protective Service Sworn the Gaston County Police Department will continue to recruit at all historically African American colleges in NC, including Johnson C. Smith, North Carolina Central University, and Fayetteville State University, using minority officers to represent the County. The Gaston County Police Department has also created a minority scholarship fund in conjunction with Belmont Abbey College and is currently working with the University of North Carolina, Charlotte to do the same. Because recruiting for Protective Services Sworn positions has become difficult nationwide, The Gaston County Sheriffs Office suspended its residency requirement to encourage more applicants. The HRD will review the processes used by the departments that employ Protective Services Sworn personnel to determine whether any step in the selection process for these positions may have had a significant impact on screening out Black Male applicants.
- b. In the categories of Administrative Support and Service/Maintenance, it is the Countys goal to ensure that Black males receive equal opportunity to secure employment in these classifications. The HRD will explore options for recruiting black males for Administrative Support and Service/Maintenance jobs and review the selection processes in these areas and if necessary conduct management training to eliminate possible bias during the selection process. A recruitment action plan will be created for implementation by the end of the current fiscal year.

4. 4. To encourage White females to apply for vacancies in the Technicians and Protective Services: Non-Sworn job categories.

- a. The category of Technicians contains more than 100 job classifications including some predominantly male dominated fields such as Automotive Technicians, Building Inspectors, Property Appraisers and Environmental Health Inspectors. The HRD will explore options and opportunities to recruit White Females, including identifying new sources for job advertisement and recruitment. Additionally, the HRD will review the selection processes in these areas and if necessary conduct management training to eliminate possible bias during the selection process. A recruitment action plan will be created for implementation by the end of the current fiscal year.
- b. Regarding Protective Services: Non-Sworn the HRD will conduct a more detailed workforce analysis to identify particular County departments, offices, or job positions that represent significant underutilization of White females in these categories. Based on the results of the analysis, as well as other data collected, HR will create a recruitment action plan for implementation by the end of the current fiscal year. HR will enhance outreach efforts that target White Female applicants in these job categories. Organizations that the County has worked with in the past in successfully recruiting female employees, and which the County will approach in this outreach effort, are as follows: County Association of Professional Women; University of NC-Charlotte; County Community College, Highland School of Technology, and others.

Step 6: Internal Dissemination

Posting the EEOP Report on the recipient's intranet, an in-house, electronic communication service that only employees can access;

Placing a copy of the Report in the recipient's policies and procedures manual;

Posting information on bulletin boards in employee break areas about how to obtain a copy;

Distributing a copy of the EEOP Report to all department heads; and

Sending electronic and hard copy memoranda to every employee stating that a copy is available on request in the

human resources office.

Step 7: External Dissemination

Notifying applicants, vendors and contractors in writing that the recipient has developed an EEOP Report and that it is available on request for review;

Posting a copy of the Report on the recipient's public website; and

Making copies of the Report available in the reading rooms of local public libraries.

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Utilization Analysis Chart
Relevant Labor Market: Gaston County, North Carolina

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 #/%	20/44%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	16/36%	0/0%	8/18%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,285/53%	75/1%	200/3%	25/0%	125/2%	15/0%	15/0%	10/0%	2,010/33%	80/1%	235/4%	35/1%	45/1%	0/0%	0/0%	0/0%
Utilization #/%	-9%	-1%	-1%	-0%	-2%	-0%	-0%	-0%	3%	-1%	14%	-1%	-1%	0%	0%	0%
Professionals																
Workforce #/%	46/14%	0/0%	11/3%	0/0%	0/0%	0/0%	0/0%	0/0%	169/53%	6/2%	85/26%	0/0%	4/1%	0/0%	0/0%	0/0%
CLS #/%	3,465/29%	45/0%	695/6%	35/0%	110/1%	0/0%	0/0%	60/0%	6,415/53%	85/1%	925/8%	25/0%	50/0%	20/0%	85/1%	45/0%
Utilization #/%	-14%	-0%	-2%	-0%	-1%	0%	0%	-0%	-1%	1%	19%	-0%	1%	-0%	-1%	-0%
Technicians																
Workforce #/%	118/46%	2/1%	8/3%	1/0%	0/0%	0/0%	0/0%	0/0%	101/39%	4/2%	21/8%	0/0%	1/0%	0/0%	0/0%	0/0%
CLS #/%	655/28%	70/3%	110/5%	0/0%	10/0%	0/0%	15/1%	0/0%	1,275/55%	0/0%	165/7%	0/0%	15/1%	0/0%	0/0%	0/0%
Utilization #/%	18%	-2%	-2%	0%	-0%	0%	-1%	0%	-16%	2%	1%	0%	-0%	0%	0%	0%
Protective Services:																
SWORN																
Workforce #/%	313/67%	5/1%	17/4%	0/0%	1/0%	0/0%	1/0%	0/0%	110/24%	4/1%	13/3%	0/0%	1/0%	0/0%	0/0%	0/0%
CLS #/%	835/81%	0/0%	120/12%	0/0%	0/0%	0/0%	0/0%	0/0%	65/6%	15/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-13%	1%	-8%	0%	0%	0%	0%	0%	17%	-1%	3%	0%	0%	0%	0%	0%
Protective Services: Non-SWORN																
Workforce #/%	4/31%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	8/62%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	10/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	95/90%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	21%	0%	0%	0%	0%	0%	0%	0%	-29%	8%	0%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	45/10%	0/0%	8/2%	0/0%	2/0%	0/0%	0/0%	0/0%	308/67%	11/2%	82/18%	0/0%	3/1%	0/0%	0/0%	0/0%
CLS #/%	5,380/29%	155/1%	760/4%	15/0%	75/0%	0/0%	75/0%	0/0%	10,120/55%	370/2%	1,120/6%	50/0%	185/1%	0/0%	155/1%	20/0%

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%	0%	0%	-0%	0%	12%	0%	12%	-0%	-0%	0%	-1%	-0%
Skilled Craft																
Workforce #/%	7/88%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,465/79%	555/8%	340/5%	30/0%	90/1%	0/0%	4/0%	0/0%	395/6%	15/0%	10/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	8%	-8%	-5%	-0%	-1%	0%	-0%	0%	-6%	-0%	12%	0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	47/32%	1/1%	6/4%	0/0%	0/0%	0/0%	0/0%	0/0%	57/39%	4/3%	30/21%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	8,390/36%	1,765/8%	2,380/10%	60/0%	35/0%	0/0%	120/1%	0/0%	6,910/30%	825/4%	2,625/11%	45/0%	140/1%	0/0%	70/0%	10/0%
Utilization #/%	-3%	-7%	-6%	-0%	-0%	0%	-1%	0%	10%	-1%	9%	-0%	-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
Professionals	✓															
Technicians		✓							✓							
Protective Services: Sworn	✓		✓													
Administrative Support	✓		✓													
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.

Amia C. Massey Interim Human Resources Director July 31, 2020
[signature] [title] [date]