

EEO Utilization Report

Organization Information

Name: Rockdale County

City: Conyers

State: GA

Zip: 30012

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

See attachment for the complete Non-discrimination and Anti-Harassment policy.

EEO Statement

Employment opportunities at Rockdale County are open to all qualified applicants and are based solely upon their job-related experience, knowledge, skills, and abilities. Qualified applicants are considered for all open positions for which they apply and for advancement without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age (40 years old or older), or genetic information (including family medical history). Rockdale County complies with all applicable federal, state and local laws with regard to equal employment opportunity. Advancement is based entirely on an individuals demonstrated performance, job-related ability, skills, and knowledge and the resulting potential for promotion to the job openings applied for. Rockdale County will not tolerate discrimination, harassment, or retaliation affecting its employees or applicants due to race, color, religion, sex, sexual orientation, national origin, age, marital status, medical condition, disability, genetic information, or any other category protected under the law. Rockdale Countys anti-discrimination and anti-harassment policies are intended to result in effective responses to problems. The policy requires employees to provide to the County an immediate opportunity to investigate and resolve workplace concerns. Employees who believe they have been subjected to unlawful or unfair discrimination, harassment, or retaliation must notify the Talent Management Director immediately.

See attachment for the complete Non-discrimination and Anti-Harassment policy.

Following File has been uploaded:NonDiscrimination Policy_Amended_10.06.19.pdf

Step 4b: Narrative of Interpretation

The Rockdale County Department of Talent Management office (formally titled Human Resources), which includes the Talent Acquisition Administration, has reviewed the Utilization Analysis Chart and noted the following trends in regards to our county's workforce -as it compares to the relevant labor market:

1. Hispanic/Latino males continue to be significantly under-represented in Protective Services Non-sworn, Administrative Support, and Skilled Craft.
2. White males are notably under-represented (in comparison to the available workforce within our market) in the following job categories: Protective Services-Sworn, Protective Services Non-sworn, Administrative Support, and Skilled Craft.
3. Males in general are considerably under-represented in the Administrative Support job categories.

In analyzing this information and understanding the results presented, we acknowledge that our Department will greatly benefit from utilizing the data to address and increase our recruitment/retention efforts as it relates to the under-represented groups noted in the trends above.

Rockdale County continues to be committed to recruiting and retaining a diverse workforce that reflects the community we serve. As such, we will work to review our current recruitment practices and aim to strengthen our workforce diversity.

Step 5: Objectives and Steps

1. To encourage Hispanic/Latino males to apply for vacancies in the Protective Services (Non-Sworn), Administrative Support and Skilled Craft job categories.

- a. The Department of Talent Management will review the composition of the applicant pool for all vacancies in the Protective Services (Non-Sworn), Administrative Support, and Skilled Craft job categories to determine if Hispanic/Latino male applicants were under-represented.
- b. The Talent Management Department will then review the applicant flow data that is required within the EEO regulations for all vacancies to determine whether any step in the selection process for these positions may have had significant impact on screening of our Hispanic/Latino male applicants.
- c. The Department Leadership, in conjunction with the Talent Acquisition Administrator will conduct a more detailed analysis to identify specific county departments, offices, or job classifications that Hispanic/Latino males are significantly under-represented and create a plan of action within 6 months of the date of this submission -based on the results (including participation and presentation at local job fairs, postings, and communication within the Hispanic/Latino community).

2. To encourage Males (White, Hispanic/Latino, and Black) to apply for vacancies in the Administrative Support job category.

- a. The Department of Talent Management will review the composition of the applicant pool for all vacancies in the Administrative Support job category to determine if Male applicants were under-represented.
- b. The Talent Management Department will then review the applicant flow data that is required within the EEO regulations for all vacancies to determine whether any step in the selection process for these positions may have had significant impact on screening of our Male applicants.
- c. The Talent Management Department's leadership team, in conjunction with the Talent Acquisition Administrator will enhance and improve outreach efforts to target male applicants for Administrative Support positions within the county (including increased participation and presentation at local job fairs, and communication with local associations) within 6 months of the date of this submission.

3. To encourage White males to apply for vacancies in the Protective Service (Sworn & Non-Sworn), Administrative Support, and Skilled Craft job categories.

- a. The Department of Talent Management will review the composition of the applicant pool for all vacancies in the Protective Service (Sworn & Non-Sworn), Administrative Support, and Skilled Craft job categories to determine if White male applicants were under-represented.

- b. The Talent Management Department will then review the applicant flow data that is required within the EEO regulations for all vacancies to determine whether any step in the selection process for these positions may have had significant impact on screening of our White male applicants.
- c. The Department Leadership, in conjunction with the Talent Acquisition Administrator will conduct a more detailed analysis to identify specific county departments, offices, or job classifications that White males are significantly under-represented and create a plan of action, within 6 months of the date of this submission based on the results.

Step 6: Internal Dissemination

Rockdale County Department of Talent Management will disseminate our organization's EEO Utilization Report internally by:

1. Distributing a hard copy of the completed EEO Utilization report to all employees who supervise, screen applicants , interview candidates and/or hire employees.
2. Send an email to all county employees to let them know that the EEO Utilization report is available upon request.
3. Post a copy of the EEO Utilization report on Rockdale County's intranet service, ADP communication board, and the employee portal.
4. Include a bound copy of the EEO Utilization report amongst the materials displayed in the lobby of the Talent Management Department.
5. Post a hard copy memo in all county break rooms; informing employees that the EEO Utilization report is available upon request, accessible via our intranet platform, and is on display in the lobby of the Talent Management Department.

Step 7: External Dissemination

Rockdale County Department of Talent Management will disseminate our organization's EEO Utilization Report externally by:

1. Posting a copy of the EEO Utilization Report on the Rockdale County Government public website.
2. Include on job announcements that applicants may obtain a copy of the EEO Utilization report upon request.
3. Notify contractors and vendors doing business with Rockdale County that a copy of the EEO Utilization report is available upon request.
4. Hard copies of the EEO Utilization report will be provided upon request in the Department of Talent Management.

Utilization Analysis Chart
Relevant Labor Market: Rockdale County, Georgia

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 #/%	38/39%	1/1%	13/13%	0/0%	0/0%	0/0%	0/0%	0/0%	24/24%	1/1%	21/21%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,840/45%	70/2%	450/11%	0/0%	10/0%	0/0%	35/1%	0/0%	925/22%	20/0%	760/18%	0/0%	10/0%	0/0%	0/0%	10/0%
Utilization #/%	-6%	-1%	2%	0%	-0%	0%	-1%	0%	2%	1%	3%	0%	-0%	0%	0%	-0%
Professionals																
Workforce #/%	18/23%	0/0%	11/14%	0/0%	1/1%	0/0%	0/0%	0/0%	26/34%	2/3%	17/22%	0/0%	1/1%	1/1%	0/0%	0/0%
CLS #/%	1,170/26%	35/1%	365/8%	0/0%	65/1%	0/0%	0/0%	10/0%	1,890/42%	60/1%	770/17%	10/0%	70/2%	0/0%	0/0%	25/1%
Utilization #/%	-3%	-1%	6%	0%	-0%	0%	0%	-0%	-9%	1%	5%	-0%	-0%	1%	0%	-1%
Technicians																
Workforce #/%	9/45%	0/0%	7/35%	0/0%	0/0%	0/0%	0/0%	0/0%	1/5%	0/0%	3/15%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	240/26%	0/0%	45/5%	0/0%	0/0%	0/0%	0/0%	0/0%	370/40%	0/0%	220/24%	0/0%	45/5%	0/0%	0/0%	10/1%
Utilization #/%	19%	0%	30%	0%	0%	0%	0%	0%	-35%	0%	-9%	0%	-5%	0%	0%	-1%
Protective Services: Sworn																
Workforce #/%	149/42%	7/2%	99/28%	1/0%	0/0%	0/0%	2/1%	0/0%	31/9%	3/1%	54/15%	2/1%	0/0%	0/0%	4/1%	0/0%
CLS #/%	280/50%	0/0%	150/27%	0/0%	0/0%	0/0%	0/0%	0/0%	55/10%	0/0%	75/13%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-8%	2%	1%	0%	0%	0%	1%	0%	-1%	1%	2%	1%	0%	0%	1%	0%
Protective Services: Non-sworn																
Workforce #/%	9/30%	0/0%	8/27%	0/0%	0/0%	0/0%	2/7%	0/0%	2/7%	2/7%	6/20%	0/0%	0/0%	0/0%	1/3%	0/0%
Civilian Labor Force #/%	20/83%	4/17%	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%
Utilization #/%	-53%	-17%	27%	0%	0%	0%	7%	0%	7%	7%	20%	0%	0%	0%	3%	0%
Administrative Support																
Workforce #/%	8/4%	0/0%	9/5%	0/0%	0/0%	0/0%	0/0%	0/0%	82/41%	7/4%	88/44%	0/0%	1/1%	1/1%	3/2%	0/0%
CLS #/%	1,860/17%	250/2%	1,370/12%	0/0%	170/2%	0/0%	15/0%	25/0%	4,490/40%	230/2%	2,620/23%	0/0%	85/1%	0/0%	25/0%	30/0%
Utilization #/%	-13%	-2%	-8%	0%	-2%	0%	-0%	-0%	1%	1%	21%	0%	-0%	1%	1%	-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
Skilled Craft																
Workforce #/%	26/42%	2/3%	33/53%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,570/60%	605/14%	585/14%	35/1%	195/5%	0/0%	4/0%	10/0%	70/2%	60/1%	125/3%	0/0%	0/0%	0/0%	10/0%	0/0%
Utilization #/%	-18%	-11%	40%	-1%	-5%	0%	-0%	-0%	-2%	-1%	-1%	0%	0%	0%	-0%	0%
Service/Maintenance																
Workforce #/%	15/30%	2/4%	12/24%	0/0%	0/0%	0/0%	0/0%	0/0%	7/14%	4/8%	10/20%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,370/23%	1,210/12%	2,180/21%	4/0%	170/2%	0/0%	10/0%	30/0%	2,045/20%	330/3%	1,770/17%	0/0%	165/2%	0/0%	24/0%	35/0%
Utilization #/%	7%	-8%	3%	-0%	-2%	0%	-0%	-0%	-6%	5%	3%	0%	-2%	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: Sworn	✓															
Protective Services: Non-sworn	✓	✓														
Administrative Support	✓	✓	✓													
Skilled Craft	✓	✓														

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: Teesha Carter

Deputy Director

09-05-2019

[signature]

[title]

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