

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:

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 (HR) has reviewed the Utilization Analysis Chart and noted the following trends in regards to our county's workforce in relation to our labor market:

1. White males are notably under-represented in the following job categories: Officials/Administrators, Protective Services - Sworn Patrol Officers, Protective Services -Non Sworn, and Administrative Support).
2. Hispanic/Latino males continue to be under-represented in Protective Services -Sworn Patrol Officers, Protective Services -Non Sworn, and Administrative Support.
3. Black/African American Males and Females are under-represented in Protective Services -Sworn Officials.
4. White females are notably under-represented in the following job categories: Professionals, Protective Services -Sworn Officials, and Protective Services -Sworn.
5. Males in general (White, Hispanic/Latino, and Black/African American) are considerably under-represented in the Administrative Support job categories.

In analyzing the information and understanding the underutilization data presented, we understand that our Department will benefit from utilizing the data to address and increase our recruitment/retention efforts as it relates to the groups noted in the trends above.

Rockdale County is committed to the continuous recruiting and retaining a diverse workforce that reflects the community we serve. As such, we will work to review our current practices and aim to strengthen our the diversity of our workforce in these job categories.

Step 5: Objectives and Steps

1. Our objective is to provide equal employment opportunities for White males when our organization fills vacancies that become available in the Officials/Administrators, Protective Services -Sworn Patrol Officers, and Protective Services -Non Sworn categories.

- a. Work with our Sheriff Office's HR personnel to review their internal recruitment processes and identify areas for improvement to make sure we are providing equal employment opportunities.
- b. We will review the composition of the applicant pool for previous vacancies in these categories to determine if Male applicants were under-represented.
- c. The Talent Management Department will then review the applicant flow data that is required within the EEOP 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.

2. Our objective is to provide equal employment opportunities for Hispanic/Latino males when our organization fills vacancies that become available in the Protective Services -Sworn Patrol Officers and Protective Services - Non Sworn categories.

- a. Work with our Sheriff Office's HR personnel to review their internal recruitment processes and identify areas for improvement to make sure we are providing equal employment opportunities.
- b. We will review the composition of the applicant pool for previous vacancies in the Protective Services categories to determine if Hispanic/Latino Male applicants were under-represented.
- c. The Talent Management Department will then review the applicant flow data that is required within the EEOP 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.

3. Our objective is to provide equal employment advancement opportunities for Black/African American males and females when our organization fills leadership roles within the Protective Services -Sworn Officials categories.

- a. Work with our Sheriff Office's HR personnel to review their internal recruitment processes and identify areas for improvement to make sure we are providing equal employment opportunities.
- b. We will review the composition of the applicant pool for previous Leadership roles in the Protective Services to determine if Black/African males and female applicants were under-represented.
- c. 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 Black/African males and female applicants as it relates to filling leadership roles in Protective Services -Sworn job categories.

4. Our objective is to provide equal employment opportunities for White females when our organization fills vacancies that become available in the Professionals, Protective Services -Sworn Officials, and Protective Services -Sworn categories.

- a. Work with our Sheriff Office's HR personnel to review their internal recruitment processes and identify areas for improvement to make sure we are providing equal employment opportunities.
- b. We will review the composition of the applicant pool for previous vacancies in these categories to determine if White female applicants were under-represented.
- c. 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 female applicants.

5. Our objective is to provide equal employment opportunities for Males of all races/ethnicities when our organization fills vacancies that become available in the Administrative job category.

- a. The Talent Management Department's leadership team, in conjunction with the Talent Acquisition Administrator will continue 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).
- b. We will review the composition of the applicant pool for previous vacancies in the Administrative job category to determine if Male applicants were under-represented.
- c. The Talent Management Department (HR) 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.

Step 6: Internal Dissemination

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

1. Distributing a email copy of the completed 2021 EEO Utilization report to all employees who supervise/manage, screen applicants, interview candidates and/or hire employees and provide them with a hard copy memo to post in the break rooms.
2. Send an county-wide email to all employees to notify them know where the Utilization report can be found and that a copy of the 2021 EEO Utilization report is available upon request.
3. Post a copy of the EEO Utilization report on Rockdale County's ADP employee communication board and Sharepoint.
4. Include a bound copy of the EEO Utilization report amongst the materials available 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:

1. Posting a copy of the EEO Utilization Report on the Rockdale County Government public website.
2. Notify contractors and vendors doing business with Rockdale County that a copy of the EEO Utilization report is available upon request.
3. 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 #/%	13/19%	0/0%	20/29%	0/0%	1/1%	0/0%	0/0%	0/0%	17/25%	0/0%	17/25%	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 #/%	-25%	-2%	19%	0%	1%	0%	-1%	0%	3%	-0%	7%	0%	-0%	0%	0%	-0%
Professionals																
Workforce #/%	12/16%	0/0%	14/19%	0/0%	0/0%	0/0%	0/0%	0/0%	17/23%	3/4%	26/36%	0/0%	1/1%	0/0%	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 #/%	-10%	-1%	11%	0%	-1%	0%	0%	-0%	-19%	3%	18%	-0%	-0%	0%	0%	-1%
Technicians																
Workforce #/%	8/38%	1/5%	5/24%	0/0%	1/5%	0/0%	0/0%	0/0%	1/5%	0/0%	5/24%	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 #/%	12%	5%	19%	0%	5%	0%	0%	0%	-35%	0%	0%	0%	-5%	0%	0%	-1%
Protective Services: Sworn-Officials																
Workforce #/%	92/70%	2/2%	25/19%	0/0%	0/0%	0/0%	0/0%	0/0%	6/5%	0/0%	7/5%	0/0%	0/0%	0/0%	0/0%	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 #/%	20%	2%	-8%	0%	0%	0%	0%	0%	-5%	0%	-8%	0%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	14/16%	2/2%	49/56%	0/0%	0/0%	0/0%	0/0%	0/0%	3/3%	0/0%	18/21%	0/0%	0/0%	0/0%	1/1%	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 #/%	-67%	-14%	56%	0%	0%	0%	0%	0%	3%	0%	21%	0%	0%	0%	1%	0%
Protective Services: Sworn																
Workforce #/%	38/25%	10/6%	44/28%	1/1%	1/1%	0/0%	2/1%	0/0%	18/12%	2/1%	35/23%	0/0%	0/0%	0/0%	4/3%	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%

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 #/%	8%	4%	16%	1%	-1%	0%	1%	-0%	-29%	-1%	-1%	0%	-1%	0%	2%	-0%
Protective Services: Non-sworn																
Workforce #/%	8/19%	0/0%	8/19%	0/0%	0/0%	0/0%	4/9%	0/0%	8/19%	0/0%	15/35%	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 #/%	-42%	-14%	5%	-1%	-5%	0%	9%	-0%	17%	-1%	32%	0%	0%	0%	-0%	0%
Administrative Support																
Workforce #/%	6/4%	0/0%	5/3%	0/0%	0/0%	0/0%	0/0%	0/0%	53/36%	9/6%	70/48%	0/0%	0/0%	1/1%	3/2%	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 #/%	-19%	-12%	-18%	-0%	-2%	0%	-0%	-0%	16%	3%	31%	0%	-2%	1%	2%	-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									✓							
Protective Services: Sworn-Officials			✓						✓		✓					
Protective Services: Sworn-Patrol Officers	✓	✓														
Protective Services: Sworn									✓							
Protective Services: Non-sworn	✓	✓														
Administrative Support	✓	✓	✓													

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

02-10-2022

[signature]

[title]

[date]