

EEO Utilization Report

Organization Information

Name: Hamilton County Tennessee

City: Chattanooga

State: TN

Zip: 37403

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

Hamilton County Equal Employment Opportunity Policy

Hamilton County provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age (40 or older), disability, veterans status, sexual orientation, genetic information or political affiliation. In addition to federal law requirements, Hamilton County complies with applicable state and local laws governing nondiscrimination in employment in every location in which it has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Hamilton County also prohibits any form of retaliation against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

This policy and the principles of equal employment opportunity also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with Hamilton County.

Violations of this policy, regardless of whether or not an actual law has been violated, will not be tolerated. Hamilton County will promptly and thoroughly investigate every issue that is brought to its attention in this area and will take appropriate disciplinary action.

If an employee feels that he or she has been subjected to discrimination, they should immediately report such treatment in accordance with the procedures in Section 800 of this handbook.

Please contact your supervisor, Human Resources or the Equal Employment Opportunity Office if you have questions about this policy.

Step 4b: Narrative of Interpretation

Based on the results shown in Utilization Analysis Chart, there appears to be underutilized segments of our population in the following job categories:

Professionals: Asian Males; Asian Females

Technicians: Asian Males; White Females

Protective Services (Sworn): Black Males;

Administrative Support: White Males; Black Males

Service/Maintenance: Hispanic Males; White Females; Black Females

Regarding the Professional job category, it is believed that the relatively lower pay/compensation of local government compared to the private/state/federal sectors make it difficult to attract Asian Males and Females.

Regarding the Technician, Protective Services (Sworn) and Service/Maintenance job categories, the underutilization of minorities and females is believed to be valid.

Hamilton County Government strives to create a productive work environment representative of its citizens and reflective of the demographics of Hamilton County. Accordingly, the County will examine its recruitment and retention practices to see if there may be ways to attract underutilized persons to those job categories shown above.

Step 5: Objectives and Steps

1. Professional Job Category: Hamilton County's objective is to provide equal employment opportunities for Asian males and females

- a. Hamilton County will designate a human resources staff person to act as a liaison and outreach coordinator to educational institutions and organizations with significant Asian males and females. In the next twelve months, our organization will make contacts with at least the following institutions: The University of Tennessee at Chattanooga, Chattanooga State Community College, Tennessee State University, Chattanooga Chinese Association, India Association, Korean Association of Chattanooga.
- b. Hamilton County will review all employment organizational data related to the Professional job category to identify any issues that may pose barriers for Asian males and females (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 whether there are in-house career paths; evaluate the hiring, retention, and attrition rates for particular positions or for particular offices).
- c. Based on the internal review of employment data, we will design an action plan within three months of the date of this EEOP to attract more Asian males and females. Within twelve months of the date of this EEOP we will review our action plan and evaluate our progress.

2. Technicians Job Category: Hamilton County's objective is to provide equal employment opportunities for Asian males and White females

- a. Hamilton County will designate a human resources staff person to act as a liaison and outreach coordinator to educational institutions and organizations with significant Asian males and White females. In the next twelve months, our organization will make contacts with at least the following institutions: The University of Tennessee at Chattanooga, Chattanooga State Community College, Tennessee State University and the Junior League of Chattanooga (also Asian organizations listed in Objective 1).
- b. Hamilton County will review all employment organizational data related to the Technicians job category to identify any issues that may pose barriers for Asian males and White females (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 whether there are in-house career paths; evaluate the hiring, retention, and attrition rates for particular positions or for particular offices).
- c. Based on the internal review of employment data, we will design an action plan within three months of the date of this EEOP to attract more Asian males and White females. Within twelve months of the date of this EEOP we will

review our action plan and evaluate our progress.

3. Protective Services (Sworn) Job Category: Hamilton County's objective is to provide equal employment opportunities for Black males

- a. Hamilton County will designate a human resources staff person to act as a liaison and outreach coordinator to educational institutions and organizations with significant Black males. In the next twelve months, our organization will make contacts with at least the following institutions: The University of Tennessee at Chattanooga, Chattanooga State Community College, Tennessee State University, National Black Police Officers Association Chattanooga Chapter, 100 Black Men of Chattanooga, Alpha Phi Alpha Fraternity, Omega Psi Phi Fraternity, Kappa Alpha Psi Fraternity, Phi Beta Sigma Fraternity, Urban League of Greater Chattanooga and the Chattanooga Chapter of the NAACP.
- b. Hamilton County will review all employment organizational data related to the Protective Services (Sworn) job category to identify any issues that may pose barriers for Black males (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 whether there are in-house career paths; evaluate the hiring, retention, and attrition rates for particular positions or for particular offices).
- c. Based on the internal review of employment data, we will design an action plan within three months of the date of this EEOP to attract more Black males. Within twelve months of the date of this EEOP we will review our action plan and evaluate our progress.

4. Administrative Support Job Category: Hamilton County's objective is to provide equal employment opportunities for White males and Black males

- a. Hamilton County will designate a human resources staff person to act as a liaison and outreach coordinator to educational institutions and organizations with significant White and/or Black males. In the next twelve months, our organization will make contact with at least the following institutions: The University of Tennessee at Chattanooga, Chattanooga State Community College and Tennessee State University. (Also Black organizations listed in Objective 3)
- b. Hamilton County will review all employment organizational data related to the Administrative Support job category to identify any issues that may pose barriers for White males or Black males (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 whether there are in-house career paths; evaluate the hiring, retention, and attrition rates for particular positions or for particular offices).
- c. Based on the internal review of employment data, we will design an action plan within three months of the date of this EEOP to attract more White males and Black males. Within twelve months of the date of this EEOP we will review our action plan and evaluate our progress.

5. Service/Maintenance Job Category: Hamilton County's objective is to provide equal employment opportunities for Hispanic males, White females and Black females

- a. Hamilton County will designate a human resources staff person to act as a liaison and outreach coordinator to educational institutions and organizations with significant Hispanic/Latino males, White and Black females. In the next twelve months, our organization will make contacts with at least the following institutions: The University of Tennessee at Chattanooga, Chattanooga State Community College, Tennessee State University, La Paz Chattanooga, the National Coalition of 100 Black Women, Inc., Chattanooga Chapter, and the Junior League of Chattanooga.
- b. Hamilton County will review all employment organizational data related to the Service/Maintenance job category to identify any issues that may pose barriers for White and Black females, and Hispanic/Latino males (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 whether there are in-house career paths; evaluate the hiring, retention, and attrition rates for particular positions or for particular offices).
- c. Based on the internal review of employment data, we will design an action plan within three months of the date of this EEOP to attract more White and Black females and Hispanic/Latino males. Within twelve months of the date of this EEOP we will review our action plan and evaluate our progress.

Step 6: Internal Dissemination

Hamilton County will disseminate our EEOP Utilization Report internally by:

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

Placing a copy of the EEOP Utilization Report in the policies and procedures manual;

Posting information on bulletin boards in employee break areas about how to access and/or obtain a copy of the EEOP Utilization Report;

Distributing a copy of the EEOP Utilization Report to all of Hamilton County's Elected Officials, Administrators and Directors;

Sending an electronic memorandum to every employee stating that a copy of the EEOP Utilization Report is available on the intranet; and

Including a bound copy of the EEOP Utilization Report among the materials displayed in the lobby of Hamilton County's Human Resources Office.

Step 7: External Dissemination

Hamilton County will disseminate our EEOP Utilization Report externally by:

Notifying applicants, vendors, and contractors in writing or electronically that the County has developed an EEOP Utilization Report and that it is available on request for review in the Purchasing Department and the Human Resources Office;

Posting a copy of the EEOP Utilization Report on the Hamilton County's public website; and

Including on all job announcements for positions that applicants may review a copy of Hamilton County's Equal Employment Opportunity Plan (EEOP) Utilization Report upon request.

Utilization Analysis Chart
Relevant Labor Market: Hamilton County, Tennessee

| 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 #/% | 47/62% | 0/0% | 6/8% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 19/25% | 1/1% | 2/3% | 0/0% | 1/1% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 12,610/55% | 200/1% | 860/4% | 10/0% | 385/2% | 15/0% | 75/0% | 30/0% | 7,315/32% | 80/0% | 1,225/5% | 0/0% | 105/0% | 0/0% | 55/0% | 10/0% |
| Utilization #/% | 7% | -1% | 4% | -0% | -2% | -0% | -0% | -0% | -7% | 1% | -3% | 0% | 1% | 0% | -0% | -0% |
| Professionals | | | | | | | | | | | | | | | | |
| Workforce #/% | 142/38% | 1/0% | 15/4% | 1/0% | 0/0% | 0/0% | 0/0% | 0/0% | 168/45% | 1/0% | 45/12% | 0/0% | 1/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 12,340/37% | 220/1% | 995/3% | 60/0% | 475/1% | 10/0% | 50/0% | 15/0% | 15,890/48% | 345/1% | 1,765/5% | 25/0% | 585/2% | 0/0% | 195/1% | 25/0% |
| Utilization #/% | 1% | -0% | 1% | 0% | -1% | -0% | -0% | -0% | -3% | -1% | 7% | -0% | -2% | 0% | -1% | -0% |
| Technicians | | | | | | | | | | | | | | | | |
| Workforce #/% | 178/64% | 1/0% | 17/6% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 63/23% | 3/1% | 17/6% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 2,645/36% | 15/0% | 255/4% | 0/0% | 160/2% | 0/0% | 0/0% | 0/0% | 3,375/46% | 50/1% | 695/10% | 0/0% | 35/0% | 0/0% | 30/0% | 0/0% |
| Utilization #/% | 27% | 0% | 3% | 0% | -2% | 0% | 0% | 0% | -24% | 0% | -3% | 0% | -0% | 0% | -0% | 0% |
| Protective Services: Sworn | | | | | | | | | | | | | | | | |
| Workforce #/% | 376/68% | 9/2% | 36/7% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 103/19% | 1/0% | 25/5% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 2,130/64% | 45/1% | 575/17% | 0/0% | 0/0% | 0/0% | 10/0% | 0/0% | 480/14% | 30/1% | 75/2% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 5% | 0% | -11% | 0% | 0% | 0% | -0% | 0% | 4% | -1% | 2% | 0% | 0% | 0% | 0% | 0% |
| Protective Services: Non-sworn | | | | | | | | | | | | | | | | |
| Workforce #/% | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ |
| Civilian Labor Force #/% | 95/59% | 0/0% | 20/12% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 45/28% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | | | | | | | | | | | | | | | | |
| Administrative Support | | | | | | | | | | | | | | | | |
| Workforce #/% | 70/17% | 5/1% | 6/1% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 243/60% | 27/7% | 54/13% | 1/0% | 1/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 15,350/29% | 320/1% | 1,740/3% | 30/0% | 160/0% | 0/0% | 95/0% | 0/0% | 28,755/55% | 375/1% | 4,820/9% | 100/0% | 325/1% | 4/0% | 220/0% | 65/0% |

| 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 #/% | -12% | 1% | -2% | -0% | -0% | 0% | -0% | 0% | 5% | 6% | 4% | 0% | -0% | -0% | -0% | -0% |
| Skilled Craft | | | | | | | | | | | | | | | | |
| Workforce #/% | 10/100% | 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 #/% | 14,690/83% | 1,095/6% | 1,020/6% | 15/0% | 105/1% | 85/0% | 95/1% | 50/0% | 455/3% | 15/0% | 160/1% | 0/0% | 4/0% | 0/0% | 4/0% | 0/0% |
| Utilization #/% | 17% | -6% | -6% | -0% | -1% | -0% | -1% | -0% | -3% | -0% | -1% | 0% | -0% | 0% | -0% | 0% |
| Service/Maintenance | | | | | | | | | | | | | | | | |
| Workforce #/% | 114/66% | 0/0% | 16/9% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 32/19% | 1/1% | 9/5% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 23,240/41% | 2,575/5% | 6,305/11% | 70/0% | 275/0% | 0/0% | 260/0% | 115/0% | 15,130/27% | 1,060/2% | 6,320/11% | 20/0% | 440/1% | 0/0% | 190/0% | 100/0% |
| Utilization #/% | 25% | -5% | -2% | -0% | -0% | 0% | -0% | -0% | -8% | -1% | -6% | -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.

Certified As Final By: Kenneth Jordan II

EEO Officer

01-25-2017

[signature]

[title]

[date]