

EEO Utilization Report

Organization Information

Name: Tippecanoe County Government

City: Lafayette

State: IN

Zip: 47901

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

Equal Opportunity Employer

Tippecanoe County Government is an Equal Opportunity Employer. It is the policy of Tippecanoe County Government to provide equal opportunity to all employees and applicants without regard to race, color, sex, age, religion, national origin, marital status, veteran status, physical or mental disability, sexual orientation, political affiliation, or any other legally protected characteristic. This policy applies to all phases of employment including hiring, placement, promotion, demotion, lay-off, compensation, training and termination of employment.

Step 4b: Narrative of Interpretation

We have conducted analyses of our total employment process, including evaluating the workforce by organizational unit and job group, personnel activity, and other personnel procedures to determine whether and where impediments to equal employment opportunity may exist. NOTE: This tool does not allow for consideration of employees outside of the selected recruitment area of Lafayette, IN. The results of this tool indicate that statistical significance shows that White Males are underutilized for Protective Services Sworn (-8%) and Administrative Support (-20%). White females are underutilized in Protective Services Non-Sworn (-60%.) The tool indicates that for Service Maintenance statistically significant underutilization is indicated for Hispanic Males (-7%) and White Females (-10%). Tippecanoe County has established affirmative action placement goals for these groups and programs to address any areas of underutilization, and will continue to make a good faith effort to reach the placement goals established by implementing action oriented programs

Step 5: Objectives and Steps

1. Tippecanoe County has reviewed and will continue to review all position descriptions to ensure that they accurately reflect position requirements and functions.

- a. Job Descriptions will not contain any requirements that would result in discrimination on the basis of race, color, sex, age, religion, national origin, marital status, veteran status, physical or mental disability, sexual orientation, political affiliation, or any other legally protected characteristic.

2. Tippecanoe County has carefully evaluated the total selection process and found it to be free from discrimination.

- a. We have instructed all supervisory personnel to ensure elimination of discrimination in all personnel actions in which they are involved.
- b. Application forms do not contain questions with potential discriminatory effects.
- c. Tippecanoe County does not and will not use any selection techniques that can be improperly used to discriminate against minority groups or women.

3. Tippecanoe County has evaluated its techniques for improving recruitment and increasing the flow of qualified minority or female applicants through the following:

- a. Minority and female, as well as non-minority and male, employees are encouraged to refer applicants to our organization.
- b. The county utilizes the Internet to list openings on diverse recruitment sites for qualified applicants.
- c. The county will continue to evaluate the applicant flow activity to ensure that qualified job seekers are given fair consideration for job openings.
- d. The county will continue to monitor applicant flow and hiring information in the groups showing statistically significant underutilization to ensure that diversity is present in the qualified applicant pool and that fair consideration is being given to all groups.
- e. To encourage White Males to apply for Protective Services: Sworn and Administrative Support positions the county will list all jobs on their website and encourage all employees to make referrals for open position.
- f. To encourage Hispanic males to apply for Service/Maintenance positions the county will list the job openings on their website and identify websites and organizations that assist Hispanics in employment such as Latino Center for Wellness & Education and WorkOne.
- g. To encourage White Women to apply for Protective Service: Non-Sworn/Maintenance positions the county will list positions on their website and research websites targeted to women such as the YWCA and WorkOne.

Step 6: Internal Dissemination

The county will disseminate the EEO Utilization Report internally by advising department heads of the results in meetings and/or with written communication. In addition, the document will be posted in our HR Software that all employees have access too.

Step 7: External Dissemination

The report will be available on the county website.

Utilization Analysis Chart
Relevant Labor Market: Lafayette city, Indiana

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 #/%	28/56%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	21/42%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,520/58%	65/1%	65/1%	0/0%	45/1%	0/0%	4/0%	0/0%	1,570/36%	4/0%	25/1%	0/0%	45/1%	0/0%	4/0%	0/0%
Utilization #/%	-2%	-1%	-1%	0%	-1%	0%	-0%	0%	6%	-0%	1%	0%	-1%	0%	-0%	0%
Professionals																
Workforce #/%	80/40%	4/2%	5/2%	0/0%	1/0%	0/0%	1/0%	0/0%	95/47%	8/4%	3/1%	1/0%	2/1%	1/0%	0/0%	0/0%
CLS #/%	2,945/36%	35/0%	60/1%	0/0%	110/1%	0/0%	40/0%	15/0%	4,395/54%	120/1%	195/2%	4/0%	200/2%	0/0%	25/0%	25/0%
Utilization #/%	4%	2%	2%	0%	-1%	0%	0%	-0%	-7%	3%	-1%	0%	-1%	0%	-0%	-0%
Technicians																
Workforce #/%	13/68%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/32%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	455/27%	15/1%	10/1%	0/0%	10/1%	0/0%	0/0%	0/0%	1,035/62%	20/1%	45/3%	0/0%	70/4%	0/0%	0/0%	0/0%
Utilization #/%	41%	-1%	-1%	0%	-1%	0%	0%	0%	-31%	-1%	-3%	0%	-4%	0%	0%	0%
Protective Services: Sworn																
Workforce #/%	43/88%	1/2%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	4/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	650/96%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	30/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-8%	2%	2%	0%	0%	0%	0%	0%	4%	0%	0%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	82/64%	2/2%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	39/30%	4/3%	1/1%	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%	90/90%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	54%	2%	1%	0%	0%	0%	0%	0%	-60%	3%	1%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	32/13%	2/1%	3/1%	0/0%	1/0%	0/0%	2/1%	0/0%	184/76%	9/4%	5/2%	0/0%	0/0%	4/2%	1/0%	0/0%
CLS #/%	4,295/34%	200/2%	80/1%	20/0%	125/1%	0/0%	10/0%	0/0%	7,310/57%	300/2%	190/1%	10/0%	200/2%	0/0%	29/0%	50/0%

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 #/%	-20%	-1%	1%	-0%	-1%	0%	1%	0%	19%	1%	1%	-0%	-2%	2%	0%	-0%
Skilled Craft																
Workforce #/%	7/100%	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 #/%	4,190/88%	135/3%	60/1%	0/0%	0/0%	0/0%	70/1%	0/0%	310/6%	0/0%	10/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	12%	-3%	-1%	0%	0%	0%	-1%	0%	-6%	0%	-0%	0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	73/71%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	25/24%	1/1%	1/1%	0/0%	0/0%	2/2%	0/0%	0/0%
CLS #/%	8,120/47%	1,315/8%	515/3%	0/0%	45/0%	0/0%	99/1%	30/0%	5,985/35%	600/3%	290/2%	30/0%	90/1%	0/0%	120/1%	0/0%
Utilization #/%	24%	-7%	-3%	0%	-0%	0%	-1%	-0%	-10%	-3%	-1%	-0%	-1%	2%	-1%	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	✓															
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: Shirley Mennen

Human Resource Director

02-09-2021

[signature]

[title]

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