

EEO Utilization Report

Organization Information

Name: Portage County

City: Stevens Point

State: WI

Zip: 54481

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

3.11.1.8 EQUAL EMPLOYMENT OPPORTUNITY AND FAIR EMPLOYMENT

Equal employment opportunity and fair employment shall be assured for all applicants and employees in all aspects of personnel administration. The Affirmative Action plan shall be adhered to in the administration of County personnel. The Human Resources Department shall draft and prepare the Affirmative Action Plan which shall be available for public review and on file in the department. Discrimination against any properly qualified person in recruitment, examination, appointment, training, promotion, retention, discipline or any other aspect of personnel administration because of age, race, religion or creed, color, disability or association with a person with a disability, marital status, sex (including pregnancy), nation origin, ancestry, sexual orientation, gender identity and/or gender expression, arrest record, conviction record, military service, use of nonuse of lawful products off the employers premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters, or political matters, genetic information or any other basis protected by applicable state or federal law is hereby prohibited except where specific age, sex or other requirements constitute a bona fide occupational qualification.

Step 4b: Narrative of Interpretation

Please see the attached hard copy document.

Following File has been uploaded:Narrative of Interpretation.docx

Step 5: Objectives and Steps

1. Portage Countys objective is to provide equal employment opportunities for white males when the organization fills vacancies that become available in the professional, technicians and administrative support categories.

- a. To ensure white males are interested and applying for vacancies the County will continue to use the recruitment efforts underway and look for additional opportunities in advertising positions in a manner that appeals to all races, national origins and sex. Current recruitment efforts include the use of the Countys website, the State of Wisconsin Job Center of Wisconsin website, the use of Handshake, a website of college campuses, Wisconsin Tech Connect, the website of the technical college system, the Portage County Business Council website and any website suggested by a particular department specific to the position and nature of the work. Job announcements are physically posted in the Human Resources Department lobby and on employee bulletin boards in County owned buildings.
- b. The Human Resources Department will monitor and review the composition of the applicant pool for all vacancies in the categories of professional, technicians and administrative support.
- c. The Human Resources Department will continue to work towards advertising for vacancies through the use of social media.

Step 6: Internal Dissemination

Portage County will place notices on employee bulletin boards in break areas indicating how employees may obtain a copy of the Equal Employment Opportunity Plan (EEOP) Utilization Report.

Portage County will place a copy of the EEOP Utilization Report on the Countys internal K: drive that is accessible to employees.

Portage County will send an email, and have departments share with employees without email access, notice that a copy of the EEOP Utilization Report is available on request.

Portage County will distribute a copy of the EEOP Report, and explain the report, to the County Executive, department heads, managers and supervisors.

Step 7: External Dissemination

Portage County will notify applicants of the developed Equal Employment Opportunity Plan (EEOP) Report by including language on the applicant tracking system the report is available on request for review.

Portage County will post a copy of the EEOP Report on the Countys website.

Portage County will make copies of the report available in the reading rooms of the Portage County Public Library and its three branches in the Villages of Almond, Plover, and Rosholt.

Utilization Analysis Chart
Relevant Labor Market: Portage County, Wisconsin

| 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 #/% | 7/50% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 7/50% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 2,485/59% | 15/0% | 35/1% | 0/0% | 15/0% | 0/0% | 8/0% | 0/0% | 1,640/39% | 4/0% | 0/0% | 0/0% | 10/0% | 0/0% | 0/0% | 4/0% |
| Utilization #/% | -9% | -0% | -1% | 0% | -0% | 0% | -0% | 0% | 11% | -0% | 0% | 0% | -0% | 0% | 0% | -0% |
| Professionals | | | | | | | | | | | | | | | | |
| Workforce #/% | 30/21% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 110/78% | 0/0% | 0/0% | 0/0% | 1/1% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 1,875/36% | 30/1% | 30/1% | 0/0% | 50/1% | 4/0% | 0/0% | 0/0% | 3,055/59% | 40/1% | 0/0% | 0/0% | 65/1% | 0/0% | 4/0% | 25/0% |
| Utilization #/% | -15% | -1% | -1% | 0% | -1% | -0% | 0% | 0% | 19% | -1% | 0% | 0% | -1% | 0% | -0% | -0% |
| Technicians | | | | | | | | | | | | | | | | |
| Workforce #/% | 23/26% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 59/67% | 3/3% | 1/1% | 1/1% | 1/1% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 350/40% | 15/2% | 0/0% | 0/0% | 15/2% | 0/0% | 0/0% | 0/0% | 475/54% | 10/1% | 0/0% | 10/1% | 4/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | -14% | -2% | 0% | 0% | -2% | 0% | 0% | 0% | 13% | 2% | 1% | -0% | 1% | 0% | 0% | 0% |
| Protective Services: Sworn | | | | | | | | | | | | | | | | |
| Workforce #/% | 29/94% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 2/6% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 250/80% | 0/0% | 0/0% | 0/0% | 4/1% | 0/0% | 0/0% | 0/0% | 60/19% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 14% | 0% | 0% | 0% | -1% | 0% | 0% | 0% | -13% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| Protective Services: Non-sworn | | | | | | | | | | | | | | | | |
| Workforce #/% | 16/52% | 0/0% | 1/3% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 13/42% | 0/0% | 0/0% | 1/3% | 0/0% | 0/0% | 0/0% | 0/0% |
| Civilian Labor Force #/% | 30/55% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 25/45% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | -3% | 0% | 3% | 0% | 0% | 0% | 0% | 0% | -4% | 0% | 0% | 3% | 0% | 0% | 0% | 0% |
| Administrative Support | | | | | | | | | | | | | | | | |
| Workforce #/% | 19/11% | 0/0% | 0/0% | 0/0% | 1/1% | 0/0% | 0/0% | 0/0% | 141/84% | 4/2% | 0/0% | 1/1% | 1/1% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 3,115/32% | 20/0% | 0/0% | 0/0% | 60/1% | 0/0% | 30/0% | 40/0% | 6,245/63% | 130/1% | 65/1% | 25/0% | 60/1% | 0/0% | 70/1% | 0/0% |
| Utilization #/% | -20% | -0% | 0% | 0% | -0% | 0% | -0% | -0% | 21% | 1% | -1% | 0% | -0% | 0% | -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 #/% | 47/100% | 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 #/% | 2,255/90% | 24/1% | 10/0% | 20/1% | 50/2% | 0/0% | 0/0% | 0/0% | 160/6% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 10% | -1% | -0% | -1% | -2% | 0% | 0% | 0% | -6% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| Service/Maintenance | | | | | | | | | | | | | | | | |
| Workforce #/% | 15/65% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 8/35% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 6,775/55% | 325/3% | 0/0% | 40/0% | 165/1% | 0/0% | 30/0% | 0/0% | 4,585/37% | 275/2% | 4/0% | 4/0% | 190/2% | 0/0% | 14/0% | 10/0% |
| Utilization #/% | 11% | -3% | 0% | -0% | -1% | 0% | -0% | 0% | -2% | -2% | -0% | -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 |
| Professionals | ✓ | | | | | | | | | | | | | | | |
| Technicians | ✓ | | | | | | | | | | | | | | | |
| 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: Laura Belanger Tess

Human Resources Director

11-27-2017

[signature]

[title]

[date]