

EEO Utilization Report

Organization Information

Name: New Hanover County

City: Wilmington

State: NC

Zip: 28403

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

New Hanover County strives to attract, select and employ the most qualified and best suited candidates for position vacancies, all while fostering and promoting equal opportunity. It is the practice of New Hanover to attract qualified candidates for employment, and to make such investigations and examinations as are deemed appropriate to fairly assess the aptitude, education and experience, knowledge and skills, abilities, character and other standards required for positions in the service of the County.

Step 4b: Narrative of Interpretation

A review of our utilization analysis chart showed five (5) groups of under-utilization by two or more standard deviations:

1. The professional category showed an under-utilization of white males (-15%) and Asian males (-1%)
2. The technicians category showed an under-utilization of white females (-30%)
3. The protective services (sworn) category showed an under-utilization of black or African males (-5%) and American Indian or Alaska males (-1%)
4. The administrative support category showed an under-utilization of white males (-17%)
5. The service/maintenance category showed an under-utilization of white females (-22%)

Step 5: Objectives and Steps

1. Review positions to ensure correct EEO category assignment

- a. The Human Resources Department will conduct a thorough review of its job classes to ensure the correct EEO category is assigned to each one.
- b. The Human Resources Department will correct any deficiencies identified in Step 1.a.

2. Conduct periodic reviews of applicants and develop a plan of action to address under-representation

- a. The Human Resources Department will include in its periodic reviews of EEO statistics a review of applicant data, by job category, in order to determine under-representation in each category.
- b. Human Resources will review groups identified as under-represented in Step 2.a. and, determine if a plan of action should be developed to attract applicants for jobs in categories that are under-represented by comparison to the civilian labor force.

3. Identify and address under-representation in referral and selection

- a. The Human Resources Department will include in its periodic review of EEO statistics a review of applicants referred for vacant positions, by job category, in order to identify under-representation of any group.
- b. The reasons for under-representation identified in Step 3.a. will be reviewed and corrective measures will be taken, as appropriate.
- c. The Human Resources Department will review the EEO statistics of candidates selected by departments to fill vacant positions, by job category, and identify under-representation in any group.
- d. Human Resources will analyze under-representation identified in Step 3.c., and provide training to departments, as necessary, on the importance of a diverse employee population that is representative of the civilian labor force.

Step 6: Internal Dissemination

1. The County will post the EEOP Short Form on the County's internal website, which is available to all County employees.
2. The County will keep a copy on display in the reception area of the Finance Department.

Step 7: External Dissemination

1. The Human Resources Department has a written statement in all job announcements of its equal opportunity practices.
2. The EEOP Short Form will be posted on the County's external web site to be available to the public.
3. The County will keep a copy of the EEOP Short Form on display in the reception area of the Finance Department.

Utilization Analysis Chart
Relevant Labor Market: New Hanover County, North Carolina

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 #/%	54/57%	1/1%	6/6%	0/0%	1/1%	0/0%	0/0%	0/0%	26/28%	0/0%	6/6%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	7,430/55%	225/2%	235/2%	10/0%	65/0%	0/0%	75/1%	15/0%	4,890/36%	80/1%	410/3%	15/0%	0/0%	0/0%	20/0%	0/0%
Utilization #/%	2%	-1%	5%	-0%	1%	0%	-1%	-0%	-9%	-1%	3%	-0%	0%	0%	-0%	0%
Professionals																
Workforce #/%	116/22%	3/1%	16/3%	0/0%	0/0%	1/0%	0/0%	0/0%	302/56%	6/1%	88/16%	0/0%	1/0%	3/1%	0/0%	0/0%
CLS #/%	7,465/37%	200/1%	485/2%	0/0%	205/1%	0/0%	20/0%	45/0%	10,570/52%	205/1%	895/4%	35/0%	130/1%	0/0%	69/0%	40/0%
Utilization #/%	-15%	-0%	1%	0%	-1%	0%	-0%	-0%	4%	0%	12%	-0%	-0%	1%	-0%	-0%
Technicians																
Workforce #/%	42/56%	1/1%	8/11%	0/0%	0/0%	0/0%	0/0%	0/0%	19/25%	1/1%	4/5%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,275/33%	0/0%	135/3%	0/0%	0/0%	0/0%	30/1%	0/0%	2,145/55%	40/1%	250/6%	0/0%	0/0%	0/0%	15/0%	15/0%
Utilization #/%	23%	1%	7%	0%	0%	0%	-1%	0%	-30%	0%	-1%	0%	0%	0%	-0%	-0%
Protective Services: Sworn																
Workforce #/%	317/69%	11/2%	34/7%	0/0%	2/0%	2/0%	0/0%	0/0%	72/16%	1/0%	19/4%	0/0%	0/0%	2/0%	0/0%	0/0%
CLS #/%	1,405/72%	10/1%	245/12%	25/1%	0/0%	0/0%	0/0%	15/1%	220/11%	0/0%	45/2%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-3%	2%	-5%	-1%	0%	0%	0%	-1%	4%	0%	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 #/%	50/42%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	70/58%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	22/11%	0/0%	4/2%	0/0%	0/0%	0/0%	0/0%	0/0%	111/56%	8/4%	48/24%	0/0%	2/1%	2/1%	0/0%	0/0%
CLS #/%	8,690/28%	270/1%	935/3%	25/0%	115/0%	0/0%	125/0%	0/0%	17,300/55%	380/1%	2,775/9%	110/0%	265/1%	40/0%	265/1%	60/0%

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 #/%	-17%	-1%	-1%	-0%	-0%	0%	-0%	0%	1%	3%	16%	-0%	0%	1%	-1%	-0%
Skilled Craft																
Workforce #/%	19/79%	1/4%	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%
CLS #/%	8,320/69%	1,655/14%	1,390/11%	70/1%	10/0%	0/0%	45/0%	35/0%	425/4%	15/0%	145/1%	20/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	11%	-9%	5%	-1%	-0%	0%	-0%	-0%	-4%	-0%	-1%	-0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	43/57%	2/3%	14/18%	0/0%	0/0%	0/0%	0/0%	0/0%	6/8%	1/1%	10/13%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	11,385/38%	1,445/5%	3,395/11%	170/1%	255/1%	0/0%	115/0%	25/0%	8,920/30%	905/3%	3,175/11%	10/0%	260/1%	15/0%	100/0%	50/0%
Utilization #/%	19%	-2%	7%	-1%	-1%	0%	-0%	-0%	-22%	-2%	3%	-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: Mark Francolini

Chief Human Resources Officer

03-20-2018

[signature]

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