

# EEO Utilization Report

## Organization Information

Name: Orange County Board Of County Commissioners

City: Orlando

State: FL

Zip: 32801

Type: County/Municipal Government (not law enforcement)

## **Step 1: Introductory Information**

### **Policy Statement:**

Orange County provides equal opportunity in employment to all employees and applicants for employment. The opportunity provided is consistent with the rights and obligations under applicable federal and state law, no person will be discriminated against in employment because of race, religion, color, sex, age, national origin, disability, veteran or marital status.

This policy applies to all terms, conditions and privileges of employment including, but not limited to, hiring, probationary period, training, placement and employee development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, employee facilities, termination and retirement.

## Step 4b: Narrative of Interpretation

The Orange County Human Resources Division has conducted an analysis of the workforce to determine which areas have underutilization and which areas have shown improvement.

1. White females are underrepresented in a number of areas. The most significant underutilization is in the Official/Administrators -13%. There was a 1% improvement in Official/Administrator since the last report. There is underutilization in Professionals -9%, Protective Services Sworn -6%, Protective Services Non-sworn -12% and Service/Maintenance -7%. Previously, Professional was -7%, Protective Services Sworn -4% and Non-Sworn 0%. The Service Maintenance category remains the same.
2. White males are underrepresented in three categories. The most significant being Protective Services Non-Sworn at -24%, Professionals -14% and Administrative Support -16%. There has not been improvement these categories since the last report.
3. Hispanic or Latino females are significantly underrepresented in two categories: Service Maintenance -9% and -6% in Protective Services Non-sworn.
4. Hispanic or Latino males are underrepresented in two categories Skilled Crafts -12% and Service/Maintenance -7%. The Skilled Crafts remains the same from the last report. There has been improvement in Protective Services Non-sworn from -12% to -3%, Service Maintenance from -8% to -7% and Administrative Support from -5% to -4%.

Other areas show underutilization ranging between -1% to -3%. In the previous report range was -1% - 5%. Due to the number of employees in some of these areas, it is difficult to draw conclusions. These underutilizations included Asian males in the Professional and Protective Sworn categories, Asian females in Professional and Black females in the Technician and Service Maintenance categories.

There has been significant improvement in Hispanic male Protective Services Sworn from 5% to 13%. Black females in Protective Services Sworn from 6% to 18%.

## Step 5: Objectives and Steps

### **1. To encourage White males to apply for vacancies in the Protective Services Non-Sworn, Professionals and Administrative Support categories.**

- a. Establish and maintain relationships with professional networking groups and advertise job openings to reach a broad base of underrepresented candidates.
- b. Establish and maintain relationships with universities, technical schools and surrounding area community groups to encourage applicants in underrepresented groups to apply for County employment.
- c. Identify methods in which staff can continue to work with and expand relationships with local post secondary schools and County departments to establish internship and volunteer opportunities.
- d. Continue to review and update current processes and advertising resources to promote equal employment opportunity and reach a broader applicant base.
- e. Monitor employment and promotional selection processes, outcomes and provide training to County management.
- f. Enhance upward mobility for all employees by establishing clear career paths while ensuring that opportunities for promotion and ensuring that underrepresented populations are encouraged to participate.
- g. Continue providing training for managers and supervisors on fair and effective recruitment, selection tools and processes.

### **2. To encourage Hispanic or Latino females to apply for vacancies in Skilled Craft and Service Maintenance.**

- a. Establish and maintain relationships with professional networking groups and advertise job openings to reach a broad base of underrepresented candidates.
- b. Establish and maintain relationships with universities, technical schools and surrounding area community groups to encourage applicants in underrepresented groups to apply for County employment.
- c. Identify methods in which staff can continue to work with and expand relationships with local post secondary schools and County departments to establish internship and volunteer opportunities.
- d. Continue to review and update current processes and advertising resources to promote equal employment opportunity and reach a broader applicant base.
- e. Monitor employment and promotional selection processes, outcomes and provide training to County management.
- f. Enhance upward mobility for all employees by establishing clear career paths while ensuring that opportunities for promotion and ensuring that underrepresented populations are encouraged to participate.
- g. Continue providing training for managers and supervisors on fair and effective recruitment, selection tools and processes.

**3. To encourage Hispanic or Latinos males to apply for vacancies in the Protective Services Non-Sworn, Skilled Crafts, Service/Maintenance and Administrative Support.**

- a. Establish and maintain relationships with professional networking groups and advertise job openings to reach a broad base of underrepresented candidates.
- b. Establish and maintain relationships with universities, technical schools and surrounding area community groups to encourage applicants in underrepresented groups to apply for County employment.
- c. Identify methods in which staff can continue to work with and expand relationships with local post secondary schools and County departments to establish internship and volunteer opportunities.
- d. Continue to review and update current processes and advertising resources to promote equal employment opportunity and reach a broader applicant base.
- e. Monitor employment and promotional selection processes, outcomes and provide training to County management.
- f. Enhance upward mobility for all employees by establishing clear career paths while ensuring that opportunities for promotion and ensuring that underrepresented populations are encouraged to participate.
- g. Continue providing training for managers and supervisors on fair and effective recruitment, selection tools and processes.

**4. To encourage White females to apply for vacancies in the Officials, Professional, Protective-Service Sworn/Non-Sworn and Service Maintenance job categories.**

- a. Establish and maintain relationships with universities, technical schools and surrounding area community groups to encourage applicants in underrepresented groups to apply for County employment.
- b. Identify methods in which staff can continue to work with and expand relationships with local post secondary schools and County departments to establish internship and volunteer opportunities.
- c. Continue to review and update current processes and advertising resources to promote equal employment opportunity and reach a broader applicant base.
- d. Monitor employment and promotional selection processes, outcomes and provide training to County management.
- e. Enhance upward mobility for all employees by establishing clear career paths while ensuring that opportunities for promotion and ensuring that underrepresented populations are encouraged to participate.
- f. Continue providing training for managers and supervisors on fair and effective recruitment, selection tools and processes.
- g. Establish and maintain relationships with professional networking groups and advertise job openings to reach a broad base of underrepresented candidates.

### **Step 6: Internal Dissemination**

The Orange County Board of County Commissioners will publish the EEO Utilization report on the intranet to ensure it is accessible to all the employees in the County. Additionally, an email will be sent to all the employees notifying them about the availability of the EEO Utilization report.

Employees can request for a copy of the EEO Utilization report at the HR Service Center.

### **Step 7: External Dissemination**

The Orange County Board of County Commissioners will publish the EEO Utilization report on the external website to ensure it is accessible to everyone. The Orange County Board of County Commissioners will publish the EEO Utilization report on the intranet to ensure it is accessible to all the employees in the County. Additionally, communication will be done with all the contractors and the vendors notifying availability of the EEO utilization report.

Any external agency/individual can request a copy of the EEO Utilization report by contacting out Human Resources Service Center locations.

**Utilization Analysis Chart**  
**Relevant Labor Market: Orange County, Florida**

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
<b>Officials/Administrators</b>																
Workforce #/%	127/55%	19/8%	15/6%	0/0%	3/1%	0/0%	0/0%	0/0%	37/16%	9/4%	22/9%	0/0%	1/0%	0/0%	0/0%	0/0%
CLS #/%	39,340/44%	6,335/7%	3,720/4%	70/0%	1,910/2%	10/0%	510/1%	390/0%	26,205/29%	5,595/6%	4,415/5%	40/0%	1,105/1%	45/0%	375/0%	165/0%
Utilization #/%	11%	1%	2%	-0%	-1%	-0%	-1%	-0%	-13%	-2%	5%	-0%	-1%	-0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	324/19%	115/7%	134/8%	1/0%	23/1%	0/0%	0/0%	0/0%	382/23%	263/16%	407/24%	2/0%	29/2%	0/0%	0/0%	0/0%
CLS #/%	40,595/34%	6,995/6%	5,400/4%	80/0%	4,070/3%	130/0%	570/0%	395/0%	38,095/32%	9,480/8%	10,480/9%	35/0%	3,520/3%	40/0%	405/0%	400/0%
Utilization #/%	-14%	1%	4%	-0%	-2%	-0%	-0%	-0%	-9%	8%	16%	0%	-1%	-0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	300/39%	90/12%	73/9%	0/0%	23/3%	0/0%	0/0%	0/0%	152/20%	54/7%	70/9%	1/0%	11/1%	0/0%	0/0%	0/0%
CLS #/%	5,680/33%	1,405/8%	1,120/6%	30/0%	475/3%	10/0%	110/1%	155/1%	3,885/22%	1,780/10%	2,150/12%	25/0%	320/2%	0/0%	45/0%	105/1%
Utilization #/%	6%	4%	3%	-0%	0%	-0%	-1%	-1%	-3%	-3%	-3%	-0%	-0%	0%	-0%	-1%
<b>Protective Services: Sworn</b>																
Workforce #/%	180/19%	193/20%	239/25%	2/0%	9/1%	0/0%	0/0%	0/0%	55/6%	36/4%	250/26%	1/0%	4/0%	0/0%	0/0%	0/0%
CLS #/%	6,230/42%	2,535/17%	1,765/12%	25/0%	310/2%	10/0%	195/1%	85/1%	1,680/11%	715/5%	1,105/7%	0/0%	55/0%	0/0%	39/0%	4/0%
Utilization #/%	-24%	3%	13%	0%	-1%	-0%	-1%	-1%	-6%	-1%	18%	0%	0%	0%	-0%	-0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	559/41%	242/18%	180/13%	6/0%	18/1%	0/0%	0/0%	0/0%	126/9%	47/3%	171/13%	0/0%	4/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	785/33%	500/21%	200/8%	0/0%	0/0%	0/0%	15/1%	0/0%	495/21%	225/10%	65/3%	0/0%	15/1%	0/0%	65/3%	0/0%
Utilization #/%	8%	-3%	5%	0%	1%	0%	-1%	0%	-12%	-6%	10%	0%	-0%	0%	-3%	0%
<b>Administrative Support</b>																
Workforce #/%	26/6%	17/4%	22/5%	0/0%	3/1%	0/0%	0/0%	0/0%	144/32%	91/20%	135/30%	1/0%	12/3%	0/0%	0/0%	0/0%
CLS #/%	43,415/22%	15,770/8%	11,260/6%	185/0%	3,540/2%	40/0%	475/0%	535/0%	66,385/33%	31,490/16%	19,610/10%	220/0%	4,770/2%	100/0%	959/0%	1,355/1%

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 #/%	-16%	-4%	-1%	-0%	-1%	-0%	-0%	-0%	-1%	4%	20%	0%	0%	-0%	-0%	-1%
<b>Skilled Craft</b>																
Workforce #/%	354/46%	149/19%	187/24%	4/1%	39/5%	0/0%	0/0%	0/0%	19/2%	8/1%	7/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	29,050/48%	19,190/32%	6,445/11%	125/0%	955/2%	95/0%	275/0%	1,115/2%	1,710/3%	945/2%	415/1%	10/0%	70/0%	0/0%	10/0%	25/0%
Utilization #/%	-2%	-12%	14%	0%	4%	-0%	-0%	-2%	-0%	-1%	0%	-0%	-0%	0%	-0%	-0%
<b>Service/Maintenance</b>																
Workforce #/%	115/39%	36/12%	70/24%	0/0%	10/3%	0/0%	0/0%	0/0%	28/9%	12/4%	18/6%	1/0%	5/2%	0/0%	0/0%	0/0%
CLS #/%	43,600/24%	35,510/19%	19,875/11%	240/0%	4,315/2%	60/0%	475/0%	1,030/1%	30,080/16%	23,535/13%	17,450/10%	185/0%	4,065/2%	35/0%	905/0%	1,080/1%
Utilization #/%	15%	-7%	13%	-0%	1%	-0%	-0%	-1%	-7%	-9%	-3%	0%	-1%	-0%	-0%	-1%

### 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
<b>Officials/Administrators</b>									✓							
<b>Professionals</b>	✓				✓		✓	✓	✓				✓		✓	✓
<b>Technicians</b>							✓	✓		✓	✓					✓
<b>Protective Services: Sworn</b>	✓				✓		✓	✓	✓							
<b>Protective Services: Non-sworn</b>		✓					✓		✓	✓					✓	
<b>Administrative Support</b>	✓	✓														
<b>Skilled Craft</b>		✓						✓								
<b>Service/Maintenance</b>		✓							✓	✓	✓					



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: Shreya Moolchandani

Compensation and Recruitment Administrator 04-14-2017

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