

EEO Utilization Report

Organization Information

Name: Lancaster County

City: Lincoln

State: NE

Zip: 68508

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

The County of Lancaster, Nebraska, will provide equal employment opportunity to all persons. The Human Resources Department shall develop and maintain a plan which supports equal opportunity in recruitment and selection, job structure, promotion policies, training to improve job performance and upward mobility, and all other related personnel procedures and practice.

Discrimination against any person in recruitment, examination, selection, appointment, rate of pay, promotion and transfer, retention, daily working conditions, testing and training, awards, compensation and benefits, disciplinary measures or any other aspects of employment or personnel administration because of race, color, religion, sex, disability, national origin, age, marital status, political opinions or affiliations or other unlawful basis is prohibited. Discrimination on the basis of age, sex, or disability is prohibited except where specific age, sex or physical requirements constitute a bona fide occupational qualification necessary for proper and efficient administration.

Retaliation, intimidation, coercion, or harassment against any applicant for employment or employee is prohibited.

Lancaster County is committed to complying with all applicable federal and state civil rights laws that pertain to employment.

Step 4b: Narrative of Interpretation

Based upon the Utilization Analysis Chart, Lancaster County has identified underutilization of two standard deviations or more in the following Job Categories:

White females were under-represented in the following Job Categories: Technicians (23%) and Service Maintenance (14%).

White males were under-represented in the following Job Categories: Protective Services (sworn) (15%), Protective Services (non-sworn) (27%), and Administrative Support (14%).

Hispanic males were under-represented in the following Job Category: Skilled Craft (7%).

Step 5: Objectives and Steps

1. To ensure equal employment opportunities for White males when our organization fills vacancies that become available in the Protective Services (sworn), Protective Services (non-sworn), and Administrative Support Job Categories.

- a. Contact Southeast Community College, and other community colleges and trade schools and work with their placement offices to post job openings and work with students interested in this field.
- b. Utilize "Hand Shake" to reach out to colleges and universities to post job openings and work with students and alumni to recruit applicants for job openings.
- c. Utilize EmployLNK to contact workforce development agencies who are responsible for assisting community members to find jobs by sharing job postings with case managers and human services professionals.
- d. Utilize social media sites, such as LinkedIn and Facebook, to promote job openings.

2. To ensure equal employment opportunities for Hispanic or Latino males when our organization fills vacancies that become available in the Skilled Craft Job Category.

- a. Contact Southeast Community College, and other community colleges and trade schools and work with their placement offices to post job openings and work with students interested in this field.
- b. Utilize "Hand Shake" to reach out to colleges and universities to post job openings and work with students and alumni to recruit applicants for job openings.
- c. Utilize EmployLNK to contact workforce development agencies who are responsible for assisting community members to find jobs by sharing job postings with case managers and human services professionals.
- d. Utilize social media sites, such as LinkedIn and Facebook, to promote job openings.

3. To ensure equal employment opportunities for White females when our organization fills vacancies that become available in the Technicians and Service/Maintenance Job Categories.

- a. Contact Southeast Community College, and other community colleges and trade schools and work with their placement offices to post job openings and work with students interested in this field.
- b. Utilize "Hand Shake" to reach out to colleges and universities to post job openings and work with students and alumni to recruit applicants for job openings.
- c. Utilize EmployLNK to contact workforce development agencies who are responsible for assisting community members to find jobs by sharing job postings with case managers and human services professionals.
- d. Utilize social media sites, such as LinkedIn and Facebook, to promote job openings.

Step 6: Internal Dissemination

1. Lancaster County's Human Resources Department will post a copy of the EEO Utilization Report on its public website that can be accessed and downloaded by employees and the public.
2. The EEO Utilization Report will be accessible to all County employees on the County's internal website (IntraLinc) dedicated to County employees only.
3. Lancaster County's Human Resources Department will provide information on the Equal Opportunity Policies at New Employee Orientation.
4. Distribute a copy of the EEO Utilization Report to all Lancaster County department heads and elected officials.

Step 7: External Dissemination

1. Lancaster County's Human Resources Department will post a copy of the EEO Utilization Report on its public website that can be accessed and downloaded the public.
2. Lancaster County's Human Resources Department will include a written statement in all job announcements and other communications to notify prospective employees the Human Resources Department maintains a copy of the EEO Utilization Report and it is available upon request.

Utilization Analysis Chart
Relevant Labor Market: Lancaster County, Nebraska

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 #/%	27/56%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	21/44%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	10,740/53%	250/1%	100/0%	0/0%	190/1%	0/0%	70/0%	20/0%	8,395/41%	305/1%	85/0%	10/0%	125/1%	0/0%	45/0%	0/0%
Utilization #/%	3%	-1%	-0%	0%	-1%	0%	-0%	-0%	2%	-1%	-0%	-0%	-1%	0%	-0%	0%
Professionals																
Workforce #/%	50/45%	1/1%	1/1%	1/1%	0/0%	0/0%	0/0%	0/0%	48/43%	4/4%	1/1%	0/0%	4/4%	0/0%	1/1%	0/0%
CLS #/%	12,385/38%	395/1%	430/1%	20/0%	695/2%	0/0%	85/0%	115/0%	16,685/52%	360/1%	275/1%	75/0%	695/2%	0/0%	135/0%	30/0%
Utilization #/%	7%	-0%	-0%	1%	-2%	0%	-0%	-0%	-8%	2%	0%	-0%	1%	0%	0%	-0%
Technicians																
Workforce #/%	62/66%	2/2%	2/2%	0/0%	0/0%	0/0%	0/0%	0/0%	26/28%	0/0%	1/1%	0/0%	0/0%	0/0%	1/1%	0/0%
CLS #/%	2,270/40%	39/1%	15/0%	0/0%	120/2%	0/0%	0/0%	0/0%	2,885/51%	90/2%	55/1%	0/0%	140/2%	0/0%	19/0%	10/0%
Utilization #/%	26%	1%	2%	0%	-2%	0%	0%	0%	-23%	-2%	0%	0%	-2%	0%	1%	-0%
Protective Services: Sworn																
Workforce #/%	168/63%	4/1%	9/3%	0/0%	2/1%	0/0%	8/3%	0/0%	66/25%	4/1%	4/1%	0/0%	1/0%	0/0%	2/1%	0/0%
CLS #/%	1,895/78%	55/2%	0/0%	15/1%	4/0%	0/0%	0/0%	0/0%	390/16%	4/0%	4/0%	0/0%	0/0%	10/0%	0/0%	35/1%
Utilization #/%	-15%	-1%	3%	-1%	1%	0%	3%	0%	9%	1%	1%	0%	0%	-0%	1%	-1%
Protective Services: Non-sworn																
Workforce #/%	25/23%	1/1%	2/2%	0/0%	0/0%	0/0%	0/0%	0/0%	70/65%	4/4%	1/1%	0/0%	1/1%	0/0%	3/3%	0/0%
Civilian Labor Force #/%	65/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	65/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-27%	1%	2%	0%	0%	0%	0%	0%	15%	4%	1%	0%	1%	0%	3%	0%
Administrative Support																
Workforce #/%	17/18%	0/0%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	66/70%	5/5%	2/2%	0/0%	2/2%	0/0%	1/1%	0/0%
CLS #/%	14,045/32%	450/1%	610/1%	4/0%	195/0%	4/0%	135/0%	20/0%	25,885/60%	645/1%	525/1%	115/0%	320/1%	10/0%	295/1%	30/0%

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 #/%	-14%	-1%	-1%	-0%	1%	0%	-0%	-0%	10%	4%	1%	-0%	1%	-0%	0%	-0%
Skilled Craft																
Workforce #/%	68/97%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/1%	0/0%
CLS #/%	10,515/83%	1,115/9%	105/1%	55/0%	190/2%	0/0%	20/0%	435/3%	0/0%	0/0%	15/0%	0/0%	150/1%	0/0%	15/0%	0/0%
Utilization #/%	14%	-7%	-1%	-0%	-2%	0%	-0%	-3%	0%	0%	-0%	0%	-1%	0%	1%	0%
Service/Maintenance																
Workforce #/%	37/62%	0/0%	2/3%	0/0%	1/2%	0/0%	0/0%	13/22%	3/5%	0/0%	0/0%	0/0%	2/3%	0/0%	0/0%	0/0%
CLS #/%	19,320/48%	1,660/4%	855/2%	150/0%	835/2%	15/0%	50/0%	14,660/36%	1,605/4%	490/1%	30/0%	590/1%	25/0%	190/0%	4/0%	4/0%
Utilization #/%	14%	-4%	1%	-0%	-0%	-0%	-0%	-14%	1%	-1%	-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
Technicians									✓							
Protective Services: Sworn	✓															
Protective Services: Non-sworn	✓															
Administrative Support	✓															
Skilled Craft		✓														
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.

[signature]

[title]

[date]