EEO Utilization Report

Organization Information
Name: County Of Jasper
City: Carthage
State: MO
Zip: 64836
Type: County/Municipal Government (not law enforcement)
Step 1: Introductory Information

Policy Statement:
As written in the Jasper County Personnel Policy Manual -

Section 3-1 Equal Employment Opportunity

The Jasper County Commission, being aware of the necessity of making a statement of policy as to the equal employment opportunity as provided to the citizens of Jasper County, do hereby issue the following order.

IT IS THEREFORE ORDERED by the County Commission of Jasper County that equal opportunity in employment will be offered without regard to race, color, religion, sex, national origin, handicap, political affiliation, or anything that might be construed as being discriminatory in the employment process no matter how insignificant it might appear.

IT IS FURTHER ORDERED by the Commission that this policy of no discrimination will prevail throughout every aspect of employment and that all decisions for hiring shall be based solely upon each individual's qualifications for the position to be filled.

IT IS FURTHER ORDERED by the Commission that all employee benefits, compensations and other personnel actions will be administered without regard to race, color, religion, sex, age, national origin, handicap, political affiliation, or anything else that might be construed as discriminatory.

IT IS THEREFORE ORDERED by the Commission that it is the intent of the County Commission that this policy shall be enforced the same as any other policy of Jasper County and that all office-holders shall agree to comply with the above statement of policy or submit a policy to their own subject to the approval of the County Commission. Any attempt to thwart or circumvent this policy shall be grounds for disciplinary action as allowed by the Missouri State Statutes.
Step 4b: Narrative of Interpretation
Jasper County has noted the following:

1. In the area of Protective Services: Non-sworn there was significant under-representation for White Females (-56%).

2. In the area of Service/Maintenance there was significant under-representation of White Females (-32%).

3. In the area of Admin Support there was a significant under-representation of white males (-22%).

4. It is noted there were other areas with less significant under-representation of (-6%) or less. These areas include:
   - Officials/Administrators White Females
   - Professionals White Females.
   - Protective Services: Sworn White Females, Black Females.
   - Service/Maintenance Black and Hispanic males.

Step 5: Objectives and Steps
1. Objective to provide equal employment opportunities for White Women when our organization fills vacancies that become available in the Protective Services: Non-Sworn job category.
   a. Need for White Females in area of Protective Serv: Non-Sworn category & note percentage is -56% but actual number of total Women is comparable to the total Men in category. Agency Detention Cnt. states they have too many Women on staff & are lacking Males in this area & requested males be hired at next opportunity. County's Law Enforcement Agency has extensive resources to seek job applicants including but not limited to Job Boards, MO Career Center, Law Enforcement Academys, Career Days, Community OutReach & social media. FACEBOOK is best outreach to find applicants & hire. Agency hires based on point system w/ Applicants earning points based on qualifications, etc. & extra points are earned if bi-lingual or has military experience. Also, agency has Explorer Program age 15-20 w/interest in law enf. w/same hire process. Recruiter meets w/Explorers 2X a month. Explorers go thru Citizens Academy & are exposed to actual job experiences and Community Involvement is emphasized.

Step 6: Internal Dissemination
1. The County will post on its public website a PDF file of the EEOP Short Form that any user may access and download.
2. A copy of the EEOP Short Form will be posted on the Public Bulletin Board in the main hallway of the Courthouse by the Commission Office as well as Public Bulletin Boards in other locations of County offices.
3. Distribute a copy of the EEOP Report to all Elected Officials and Supervisors through email.
4. The EEOP Short Form will be included in the County Employee Hand Book.

Step 7: External Dissemination
1. The County will post on its public website a PDF file of the EEOP Short Form that any user may access and download.
2. The County Commission will request each Elected Official and Department Supervisor to include written statement in all job announcements that a copy of the County's EEOP Short Form is available on request.
3. The County will include written statement on all Request for Proposal to potential contractors that a copy of the County's EEOP may be obtained and how to obtain from the County Clerk.
4. A copy of the EEOP Short Form will be posted on the Public Bulletin Board in the main hallway of the Courthouse by the Commission Office as well as Public Bulletin Boards in other locations of County offices.
## Utilization Analysis Chart

**Relevant Labor Market: Jasper County, Missouri**

<table>
<thead>
<tr>
<th>Job Categories</th>
<th>White</th>
<th>Hispanic or Latino</th>
<th>Black or African American</th>
<th>American Indian or Alaska Native</th>
<th>Asian</th>
<th>Native Hawaiian or Other Pacific Islander</th>
<th>Two or More Races</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Officials/Administrators</strong></td>
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</tr>
<tr>
<td>Workforce #/%</td>
<td>7/58%</td>
<td>0/0%</td>
<td>0/0%</td>
<td>0/0%</td>
<td>0/0%</td>
<td>0/0%</td>
<td>0/0%</td>
<td>4/33%</td>
</tr>
<tr>
<td>CLS #/%</td>
<td>2,840/58%</td>
<td>10/0%</td>
<td>0/0%</td>
<td>45/1%</td>
<td>30/1%</td>
<td>0/0%</td>
<td>75/2%</td>
<td>0/0%</td>
</tr>
<tr>
<td>Utilization #/%</td>
<td>0%</td>
<td>-0%</td>
<td>0%</td>
<td>-1%</td>
<td>-1%</td>
<td>0%</td>
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<tr>
<td><strong>Professionals</strong></td>
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<tr>
<td>Workforce #/%</td>
<td>17/49%</td>
<td>0/0%</td>
<td>0/0%</td>
<td>0/0%</td>
<td>0/0%</td>
<td>0/0%</td>
<td>0/0%</td>
<td>0/0%</td>
</tr>
<tr>
<td>CLS #/%</td>
<td>3,150/38%</td>
<td>120/1%</td>
<td>20/0%</td>
<td>35/0%</td>
<td>125/2%</td>
<td>0/0%</td>
<td>45/1%</td>
<td>4/0%</td>
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<tr>
<td>Utilization #/%</td>
<td>10%</td>
<td>-1%</td>
<td>-0%</td>
<td>-0%</td>
<td>-2%</td>
<td>0%</td>
<td>-1%</td>
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<tr>
<td><strong>Technicians</strong></td>
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<tr>
<td>Workforce #/%</td>
<td>2/100%</td>
<td>0/0%</td>
<td>0/0%</td>
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<tr>
<td>CLS #/%</td>
<td>740/45%</td>
<td>10/1%</td>
<td>0/0%</td>
<td>4/0%</td>
<td>30/2%</td>
<td>0/0%</td>
<td>4/0%</td>
<td>0/0%</td>
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<tr>
<td>Utilization #/%</td>
<td>55%</td>
<td>-1%</td>
<td>0%</td>
<td>-0%</td>
<td>-2%</td>
<td>0%</td>
<td>-0%</td>
<td>0%</td>
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<tr>
<td><strong>Protective Services: Sworn</strong></td>
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<tr>
<td>Workforce #/%</td>
<td>76/86%</td>
<td>3/3%</td>
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<td>0/0%</td>
<td>4/1%</td>
<td>10/1%</td>
<td>0/0%</td>
<td>20/3%</td>
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</tr>
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<td>Utilization #/%</td>
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<td>1%</td>
<td>1%</td>
<td>-1%</td>
<td>0%</td>
<td>-2%</td>
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<tr>
<td><strong>Protective Services: Non-Sworn</strong></td>
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<tr>
<td>Workforce #/%</td>
<td>34/45%</td>
<td>4/5%</td>
<td>1/1%</td>
<td>0/0%</td>
<td>0/0%</td>
<td>0/0%</td>
<td>1/1%</td>
<td>0/0%</td>
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<tr>
<td>Civilian Labor Force #/%</td>
<td>0/0%</td>
<td>0/0%</td>
<td>0/0%</td>
<td>0/0%</td>
<td>0/0%</td>
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<td>70/100%</td>
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<td>Utilization #/%</td>
<td>45%</td>
<td>5%</td>
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<td>0%</td>
<td>0%</td>
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<tr>
<td><strong>Administrative Support</strong></td>
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<tr>
<td>Workforce #/%</td>
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<td>0/0%</td>
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</tr>
<tr>
<td>CLS #/%</td>
<td>4,940/32%</td>
<td>150/1%</td>
<td>75/0%</td>
<td>145/1%</td>
<td>20/0%</td>
<td>0/0%</td>
<td>114/1%</td>
<td>0/0%</td>
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<td>Utilization #/%</td>
<td>-22%</td>
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<td>-0%</td>
<td>-1%</td>
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<td>0%</td>
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</tr>
<tr>
<td>Job Categories</td>
<td>White</td>
<td>Hispanic or Latino</td>
<td>Black or African American</td>
<td>American Indian or Alaska Native</td>
<td>Asian</td>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>Two or More Races</td>
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<tr>
<td>Skilled Craft</td>
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<tr>
<td>CLS #/%</td>
<td>5,250/84%</td>
<td>290/5%</td>
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<td>185/3%</td>
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<td>40/1%</td>
<td>25/0%</td>
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<tr>
<td>Utilization #/%</td>
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<tr>
<td>Service/Maintenance</td>
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</tr>
<tr>
<td>Workforce #/%</td>
<td>33/89%</td>
<td>1/3%</td>
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<td>0/0%</td>
<td>0/0%</td>
<td>0/0%</td>
</tr>
<tr>
<td>CLS #/%</td>
<td>10,535/50%</td>
<td>965/5%</td>
<td>335/2%</td>
<td>270/1%</td>
<td>35/0%</td>
<td>25/0%</td>
<td>214/1%</td>
<td>40/0%</td>
</tr>
<tr>
<td>Utilization #/%</td>
<td>39%</td>
<td>-2%</td>
<td>-2%</td>
<td>-1%</td>
<td>-0%</td>
<td>-0%</td>
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</tbody>
</table>
## Significant Underutilization Chart

<table>
<thead>
<tr>
<th>Job Categories</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>White</td>
<td>Hispanic or Latino</td>
</tr>
<tr>
<td>Protective Services: Non-sworn</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Support</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Service/Maintenance</td>
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</tr>
</tbody>
</table>
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: Charlie Davis                              Jasper County Clerk                        01-06-2020

____________________________________________________________     ________________________________
[signature]                                                                   [title]                                       [date]