

EEO Utilization Report

Organization Information

Name: Santa Clara County

City: San Jose

State: CA

Zip: 95131

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

Please see the attached County of Santa Clara Policy Against Discrimination, Harassment, and Retaliation. Following File has been uploaded:policy-against-discrimination-harassment-retaliation 2003.8.5.pdf

Step 4b: Narrative of Interpretation

Please see attached "Step 4b: Narrative of Interpretation"

Following File has been uploaded:EEOP Step 4b Narrative of Interpretation 2019 final.pdf

Step 5: Objectives and Steps

1. 1. Our objective is to provide equal employment opportunity for White Males when our organization fills vacancies that become available in Officials/Administrators, Professionals, Technicians, Protective Services Sworn, and Administrative Support job categories

- a. The County of Santa Clara will continue to enforce its policy against discrimination, harassment, and retaliation.
- b. The County of Santa Clara will post announcements of open recruitments in the above-mentioned job categories on its website to ensure accessibility to all prospective applicants, including White Males.
- c. HR will review the EEO Utilization Report.

2. 2. Our objective is to provide equal employment opportunity for Hispanic or Latino Males when our organization fills vacancies that become available in Officials/Administrators, Administrative Support, Skilled Craft, and Service/Maintenance job categories.

- a. a. The County of Santa Clara will continue to enforce its policy against discrimination, harassment, and retaliation.
- b. c. HR will review the EEO Utilization Report.
- c. b. The County of Santa Clara will post announcements of open recruitments in the above-mentioned job categories on its website to ensure accessibility to all prospective applicants, including Hispanic or Latino Males.

3. 3. Our objective is to provide equal employment opportunity for Black Males when our organization fills vacancies that become available in Protective Services Sworn and Administrative Support job categories.

- a. a. The County of Santa Clara will continue to enforce its policy against discrimination, harassment, and retaliation.
- b. b. The County of Santa Clara will post announcements of open recruitments in the above-mentioned job categories on its website to ensure accessibility to all prospective applicants, including Black Males.
- c. c. HR will review the EEO Utilization Report.

4. 4. Our objective is to provide equal employment opportunity for Asian Males when our organization fills vacancies that become available in Officials/Administrators, Professionals, Technicians, Protective Services Sworn, and Administrative Support job categories.

- a. a. The County of Santa Clara will continue to enforce its policy against discrimination, harassment, and retaliation.
- b. b. The County of Santa Clara will post announcements of open recruitments in the above-mentioned job categories on its website to ensure accessibility to all prospective applicants, including Asian Males.
- c. c. HR will review the EEO Utilization Report.

5. 5. Our objective is to provide equal employment opportunity for Native Hawaiian/Pacific Islander Males when our organization fills vacancies that become available in the Protective Services Sworn job category.

- a. a. The County of Santa Clara will continue to enforce its policy against discrimination, harassment, and retaliation.
- b. b. The County of Santa Clara will post announcements of open recruitments in the above-mentioned job categories on its website to ensure accessibility to all prospective applicants, including Native Hawaiian/Pacific Islander Males.
- c. c. HR will review the EEO Utilization Report.

6. 6. Our objective is to provide equal employment opportunity for White Females when our organization fills vacancies that become available in Professionals, Technicians, Protective Services Non-Sworn, Administrative Support, and Service/Maintenance job categories.

- a. a. The County of Santa Clara will continue to enforce its policy against discrimination, harassment, and retaliation.

- b. b. The County of Santa Clara will post announcements of open recruitments in the above-mentioned job categories on its website to ensure accessibility to all prospective applicants, including White Females.
- c. c. HR will review the EEO Utilization Report.

7. 7. Our objective is to provide equal employment opportunity for Black or African American Females when our organization fills vacancies that become available in the Protective Services: Sworn job category.

- a. a. The County of Santa Clara will continue to enforce its policy against discrimination, harassment, and retaliation.
- b. b. The County of Santa Clara will post announcements of open recruitments in the above-mentioned job categories on its website to ensure accessibility to all prospective applicants, including Hispanic or Latino Females.
- c. c. HR will review the EEO Utilization Report.

8. 8. Our objective is to provide equal employment opportunity for Asian Females when our organization fills vacancies that become available in the Protective Services Non-Sworn job categories.

- a. a. The County of Santa Clara will continue to enforce its policy against discrimination, harassment, and retaliation.
- b. b. The County of Santa Clara will post announcements of open recruitments in the above-mentioned job categories on its website to ensure accessibility to all prospective applicants, including Asian Females.
- c. c. HR will review the EEO Utilization Report.

9. 9. Our objective is to provide equal employment opportunity for Native Hawaiian or other Pacific Islander Females when our organization fills vacancies that become available in the Protective Services Non-Sworn job category.

- a. a. The County of Santa Clara will continue to enforce its policy against discrimination, harassment, and retaliation.
- b. b. The County of Santa Clara will post announcements of open recruitments in the above-mentioned job categories on its website to ensure accessibility to all prospective applicants, including Native Hawaiian/Pacific Islander Females.
- c. c. HR will review the EEO Utilization Report.

10. 10. The County of Santa Clara will monitor recruitment and selection of applicants and ensure that no systemic barriers exist that would deny equal employment opportunity.

- a. The County may conduct applicant flow analyses, adverse impact analyses, and test validation for those job categories identified to be experiencing significant underutilization.

11. 11. The County of Santa Clara is committed to providing equal employment opportunity to all persons.

- a. a. The County of Santa Clara will continue to enforce its policy against discrimination, harassment, and retaliation; promote diversity as a key organizational value; and provide reasonable accommodations for applicants and employees with disabilities.
- b. b. The County of Santa Clara will continue to post Federal and State required non-discrimination posters throughout the County in locations frequented by employees and applicants.
- c. c. The County of Santa Clara expanded its mandatory Sexual Harassment Prevention training for managers, supervisors, leads, and rank-and-file employees to include training, education, and prevention of abusive conduct, as defined by California law.
- d. d. The County of Santa Clara expanded its mandatory Sexual Harassment Prevention Training to non-supervisors and every employee now repeats Sexual Harassment Prevention Training every two years. The Countys training also proscribes sexual harassment, which includes gender identity, sexual orientation, and gender expression.
- e. e. The Sexual Harassment Prevention Training also includes information about protection from retaliation and from discrimination based upon Federal, State, and County protected classifications.

12. 12. The County of Santa Clara will take proactive steps to improve and/or maintain participation of underutilized group members in each job category. The County of Santa Clara will also continue to use recruitment methods and tools to ensure equal employment opportunity to all persons.

- a. a. The County will continue to post all job announcements (open-competitive, promotional, and transfers) on the Countys website. The County will continue to accept applications through its online application system.

- b. b. The County will continue to offer kiosks at three locations in County buildings for those applicants without access to a computer. Additionally, computers are available at various public libraries, including County libraries, for public use for filing online applications with the County.
- c. c. The County will continue to post Federal and State non-discrimination posters throughout the County. The required posters are also available on the County website and may be downloaded.
- d. d. The County modified the County Ordinance Code Merit System rules to provide experience points for all veterans in entry level positions and in all open competitive recruitments.
- e. e. The County will continue to update job specifications to ensure all qualified applicants are encouraged to apply.
- f. f. The County will continue to provide accommodation of applicants and employees with disabilities.
- g. g. To ensure access throughout the application process, the County will continue to provide subject matter test qualifications during nights and weekends for flexibility.
- h. h. The County will continue to conduct oral examinations with a diverse panel of evaluators.
- i. i. The County will continue to offer Skype for out-of-the-area candidates for oral examination and hiring interviews.

Step 6: Internal Dissemination

1. The Equal Opportunity Department will provide a report on the EEO Utilization Report objectives, action steps, and County non-discrimination policies and procedures to the County Executive Leadership.
2. HR will review the EEO Utilization Report
3. The Equal Opportunity Department will post a copy of the EEO Utilization Report on the County intranet and the Equal Opportunity Department website.

Step 7: External Dissemination

1. The Equal Opportunity Department will post a copy of the EEO Utilization Report on the County intranet and the Equal Opportunity Department website.

Utilization Analysis Chart
Relevant Labor Market: Santa Clara County, California

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 #/%	228/17%	66/5%	26/2%	2/0%	189/14%	3/0%	16/1%	0/0%	277/21%	167/13%	41/3%	1/0%	260/20%	8/1%	33/3%	0/0%
CLS #/%	55,275/36%	10,675/7%	1,835/1%	140/0%	27,715/18%	210/0%	1,085/1%	690/0%	30,205/19%	7,115/5%	1,570/1%	175/0%	16,730/11%	270/0%	770/0%	765/0%
Utilization #/%	-18%	-2%	1%	0%	-4%	0%	1%	-0%	2%	8%	2%	-0%	9%	0%	2%	-0%
Professionals																
Workforce #/%	501/8%	252/4%	96/1%	10/0%	794/12%	8/0%	51/1%	0/0%	1219/19%	741/12%	226/4%	11/0%	2343/37%	32/0%	133/2%	0/0%
CLS #/%	73,635/27%	9,570/3%	3,215/1%	185/0%	69,460/25%	395/0%	1,960/1%	1,540/1%	54,250/20%	11,720/4%	2,915/1%	235/0%	45,315/16%	185/0%	1,425/1%	730/0%
Utilization #/%	-19%	0%	0%	0%	-13%	-0%	0%	-1%	-1%	7%	2%	0%	20%	0%	2%	-0%
Technicians																
Workforce #/%	94/7%	88/6%	41/3%	5/0%	260/19%	6/0%	14/1%	0/0%	129/9%	177/13%	85/6%	5/0%	453/32%	8/1%	35/2%	0/0%
CLS #/%	6,615/24%	1,810/6%	475/2%	60/0%	6,285/22%	95/0%	365/1%	95/0%	4,060/14%	1,900/7%	195/1%	40/0%	5,550/20%	20/0%	325/1%	145/1%
Utilization #/%	-17%	-0%	1%	0%	-4%	0%	-0%	-0%	-5%	6%	5%	0%	13%	1%	1%	-1%
Protective Services: Sworn																
Workforce #/%	514/26%	488/25%	97/5%	7/0%	210/11%	17/1%	63/3%	0/0%	160/8%	292/15%	36/2%	3/0%	49/2%	1/0%	38/2%	0/0%
CLS #/%	4,860/41%	1,980/17%	860/7%	75/1%	1,710/15%	195/2%	145/1%	70/1%	815/7%	485/4%	185/2%	0/0%	305/3%	10/0%	65/1%	25/0%
Utilization #/%	-15%	8%	-2%	-0%	-4%	-1%	2%	-1%	1%	11%	0%	0%	-0%	-0%	1%	-0%
Protective Services: Non-sworn																
Workforce #/%	38/24%	54/34%	10/6%	2/1%	20/12%	4/2%	5/3%	0/0%	6/4%	16/10%	2/1%	0/0%	1/1%	0/0%	2/1%	0/0%
Civilian Labor Force #/%	270/21%	200/16%	75/6%	0/0%	105/8%	0/0%	0/0%	0/0%	350/27%	125/10%	0/0%	0/0%	110/9%	45/4%	0/0%	0/0%
Utilization #/%	3%	18%	0%	1%	4%	2%	3%	0%	-24%	0%	1%	0%	-8%	-4%	1%	0%
Administrative Support																
Workforce #/%	169/4%	294/7%	53/1%	5/0%	255/6%	5/0%	44/1%	0/0%	616/14%	1699/39%	165/4%	20/0%	864/20%	41/1%	145/3%	0/0%
CLS #/%	34,955/17%	19,280/10%	2,875/1%	235/0%	21,275/11%	345/0%	1,055/1%	745/0%	49,875/25%	34,090/17%	3,670/2%	520/0%	27,505/14%	535/0%	1,720/1%	1,185/1%

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 #/%	-14%	-3%	-0%	-0%	-5%	-0%	0%	-0%	-11%	22%	2%	0%	6%	1%	2%	-1%
Skilled Craft																
Workforce #/%	114/41%	86/31%	8/3%	2/1%	30/11%	1/0%	12/4%	0/0%	7/2%	7/2%	5/2%	0/0%	9/3%	0/0%	0/0%	0/0%
CLS #/%	21,480/34%	24,150/38%	1,105/2%	285/0%	8,880/14%	255/0%	550/1%	380/1%	1,170/2%	1,320/2%	105/0%	0/0%	3,000/5%	60/0%	50/0%	10/0%
Utilization #/%	6%	-8%	1%	0%	-3%	-0%	3%	-1%	1%	0%	2%	0%	-2%	-0%	-0%	-0%
Service/Maintenance																
Workforce #/%	125/11%	265/23%	58/5%	4/0%	126/11%	9/1%	26/2%	0/0%	70/6%	224/20%	38/3%	1/0%	170/15%	3/0%	11/1%	0/0%
CLS #/%	21,680/12%	58,870/32%	3,040/2%	185/0%	20,995/11%	480/0%	810/0%	815/0%	17,445/9%	33,085/18%	2,815/2%	355/0%	21,205/12%	675/0%	810/0%	745/0%
Utilization #/%	-1%	-9%	3%	0%	-0%	1%	2%	-0%	-3%	2%	2%	-0%	4%	-0%	1%	-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
Officials/Administrators	✓	✓			✓			✓								✓
Professionals	✓				✓			✓								✓
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.

Certified As Final By: Paul Laprairie

Sr. Equal Opportunity Officer

12-06-2019

[signature]

[title]

[date]