

# 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 find attached the County's Policy Against Discrimination, Harassment, and Retaliation.  
Following File has been uploaded:policy-against-discrimination-harassment-retaliation.pdf

## Step 4b: Narrative of Interpretation

Please see the attached Step 4b Narrative of Interpretation.

Following File has been uploaded:EEOP Step 4b Narrative of Interpretation 2021.7.19 final.pdf

## Step 5: Objectives and Steps

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

- a. The Countys Employee Services Agency, Human Resources Department (HR) will review and consider the EEO Utilization Report as part of the Countys outreach efforts relating to vacancies in the applicable category.
- b. The County will continue to enforce its policy against discrimination, harassment, and retaliation.
- c. The County will post announcements of open recruitments in the abovementioned job categories on its website to ensure accessibility to all prospective applicants, including White males.

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

- a. The County will continue to enforce its policy against discrimination, harassment, and retaliation.
- b. The County will post announcements of open recruitments in the abovementioned job categories on its website to ensure accessibility to all prospective applicants, including Hispanic or Latino males.
- c. The Countys Employee Services Agency, Human Resources Department (HR) will review and consider the EEO Utilization Report as part of the Countys outreach efforts relating to vacancies in the applicable category.

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

- a. b. The County 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.
- b. The County will continue to enforce its policy against discrimination, harassment, and retaliation.
- c. The Countys Employee Services Agency, Human Resources Department (HR) will review and consider the EEO Utilization Report as part of the Countys outreach efforts relating to vacancies in the applicable category.

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

- a. The County will continue to enforce its policy against discrimination, harassment, and retaliation.
- b. The County 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. The Countys Employee Services Agency, Human Resources Department (HR) will review and consider the EEO Utilization Report as part of the Countys outreach efforts relating to vacancies in the applicable category.

**5. 5. Our objective is to provide equal employment opportunity for Native Hawaiian/Pacific Islander males when our organization recruits for vacancies that become available in the Professionals job category.**

- a. The County 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.
- b. The Countys Employee Services Agency, Human Resources Department (HR) will review and consider the EEO Utilization Report as part of the Countys outreach efforts relating to vacancies in the applicable category.

c. The County will continue to enforce its policy against discrimination, harassment, and retaliation.

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

- a. The County will continue to enforce its policy against discrimination, harassment, and retaliation.
- b. The County 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. The Countys Employee Services Agency, Human Resources Department (HR) will review and consider the EEO Utilization Report as part of the Countys outreach efforts relating to vacancies in the applicable category.

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

- a. The County will continue to enforce its policy against discrimination, harassment, and retaliation.
- b. The County will post announcements of open recruitments in the above-mentioned job categories on its website to ensure accessibility to all prospective applicants, including Black or African American females.
- c. The Countys Employee Services Agency, Human Resources Department (HR) will review and consider the EEO Utilization Report as part of the Countys outreach efforts relating to vacancies in the applicable category.

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

- a. The County will continue to enforce its policy against discrimination, harassment, and retaliation.
- b. The County 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. The Countys Employee Services Agency, Human Resources Department (HR) will review and consider the EEO Utilization Report as part of the Countys outreach efforts relating to vacancies in the applicable category.

**9. 9. The County will monitor recruitment and selection of applicants and ensure that no systemic barriers exist that would deny equal employment opportunity. The County may conduct applicant flow analyses, adverse impact analyses, and test validation for those job categories identified to be experiencing significant underutilization.**

- a. To help build a more robust, diverse, equitable, and inclusive hiring practice the County has hired a consultant to review certain of the Countys employment examinations to enhance the candidate/applicant experience, improve cycle-time for hiring, streamline processes, increase the quality of the candidate pools/eligibility lists, and assess validity of examinations.

**10. 10. The County is committed to providing equal employment opportunity to all persons.**

- a. The County 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. The County will continue to post Federal and State required non-discrimination posters throughout the County in locations frequented by employees and applicants.
- c. The County is continuing to provide 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. The County is continuing to provide 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. The Sexual Harassment Prevention Training includes information about protection from retaliation and from discrimination based upon Federal, State, and County protected classifications.

**11. 11. The County will take proactive steps to improve and/or maintain participation of underutilized group members in each job category. The County will also continue to use recruitment methods and tools to ensure**

**equal employment opportunity to all persons.**

- 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. The County will continue to offer kiosks at two 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. 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. The County will continue to enforce 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. The County will continue to update job specifications to ensure all qualified applicants are encouraged to apply.
- f. The County will continue to provide accommodation of applicants and employees with disabilities.
- g. To ensure access throughout the application process, the County will continue to provide exams online and in person.
- h. The County will continue to conduct oral examinations with a diverse panel of evaluators.
- i. The County will continue to offer audio- and video-based technology options (Microsoft Teams, Zoom, etc.) for out-of-the-area candidates for oral examination and hiring interviews.

**Step 6: Internal Dissemination**

1. The Equal Opportunity Division 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 and consider the EEO Utilization Report as part of the Countys outreach efforts relating to vacancies in the applicable category.
3. The Equal Opportunity Division will post a copy of the EEO Utilization Report on the County intranet and the Equal Opportunity Division website.

**Step 7: External Dissemination**

1. The Equal Opportunity Division will post a copy of the EEO Utilization Report on the Equal Opportunity Division 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
<b>Officials/Administrators</b>																
Workforce #/%	197/15%	60/5%	25/2%	0/0%	190/14%	3/0%	18/1%	0/0%	264/20%	181/14%	45/3%	1/0%	300/23%	9/1%	35/3%	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 #/%	-21%	-2%	1%	-0%	-4%	0%	1%	-0%	0%	9%	2%	-0%	12%	1%	2%	-0%
<b>Professionals</b>																
Workforce #/%	422/8%	247/5%	85/2%	8/0%	710/13%	2/0%	47/1%	0/0%	975/18%	688/13%	189/4%	9/0%	1872/35%	22/0%	114/2%	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%	1%	0%	0%	-12%	-0%	0%	-1%	-2%	9%	2%	0%	18%	0%	2%	-0%
<b>Technicians</b>																
Workforce #/%	87/6%	93/7%	47/3%	5/0%	247/18%	7/1%	10/1%	0/0%	115/8%	171/13%	91/7%	3/0%	442/32%	10/1%	35/3%	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%	2%	0%	-4%	0%	-1%	-0%	-6%	6%	6%	0%	13%	1%	1%	-1%
<b>Protective Services: Sworn</b>																
Workforce #/%	449/24%	498/26%	96/5%	6/0%	208/11%	21/1%	65/3%	0/0%	148/8%	292/15%	28/1%	2/0%	46/2%	1/0%	41/2%	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 #/%	-18%	9%	-2%	-0%	-4%	-1%	2%	-1%	1%	11%	-0%	0%	-0%	-0%	2%	-0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	18/21%	33/39%	7/8%	1/1%	8/9%	1/1%	4/5%	0/0%	3/4%	6/7%	2/2%	0/0%	1/1%	0/0%	1/1%	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 #/%	0%	23%	2%	1%	1%	1%	5%	0%	-24%	-3%	2%	0%	-7%	-4%	1%	0%
<b>Administrative Support</b>																
Workforce #/%	146/4%	282/7%	47/1%	4/0%	237/6%	5/0%	39/1%	0/0%	526/13%	1627/40%	139/3%	20/0%	783/19%	39/1%	143/4%	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%	-12%	23%	2%	0%	6%	1%	3%	-1%
<b>Skilled Craft</b>																
Workforce #/%	109/38%	93/32%	7/2%	3/1%	32/11%	2/1%	12/4%	0/0%	5/2%	9/3%	6/2%	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 #/%	4%	-6%	1%	1%	-3%	0%	3%	-1%	-0%	1%	2%	0%	-2%	-0%	-0%	-0%
<b>Service/Maintenance</b>																
Workforce #/%	117/11%	262/25%	52/5%	1/0%	112/11%	8/1%	31/3%	0/0%	59/6%	221/21%	31/3%	2/0%	149/14%	4/0%	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%	-7%	3%	-0%	-1%	0%	2%	-0%	-4%	3%	1%	-0%	3%	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
<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: Paul Laprairie

Senior Equal Opportunity Officer

07-19-2021

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[signature]

[title]

[date]