

EEO Utilization Report

Organization Information

Name: Washoe County

City: Reno

State: NV

Zip: 89512

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

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As a political subdivision of the State of Nevada, Washoe County is a merit system in which personnel actions, except for a limited number of unclassified appointments, are taken based upon merit and fitness. Washoe County, through its Board of County Commissioners, sets policy for all employment actions affecting Washoe County departments including elected and appointed officers and for Washoe County employees. The Board of County Commissioners hereby reaffirms its commitment to equal employment opportunity.

It is the policy of Washoe County to be fair and impartial in recruitment, retention, examination, appointment, training, promotion, compensation, discipline and any other aspect of human resources administration.

As an Equal Employment Opportunity Employer, Washoe County does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, protected disability, or national origin as defined under NRS 613.330 including in employment practices in which it operates, except where specific requirements constitute a bona fide occupational qualification.

This Equal Employment Opportunity Plan commits Washoe County, its officers, and employees to support and pursue in good faith the basic guarantees of equal employment opportunity.

Washoe County is working together in support of this program.

This Equal Employment Opportunity Plan (EEOP) supersedes Washoe Countys previous EEOP and will remain in force and effect through September 2023, or until further revision or amendment by the Board of County Commissioners.

Step 4b: Narrative of Interpretation

* The community labor statistics show that the populations of Black or African American, Native Hawaiian or Other Pacific Islander, American Indian or Alaska Native and those that are Two or More Races are proportionately small in Washoe County (3% or less). These smaller minority populations make it difficult to draw reliable conclusions regarding underutilization in the Washoe County workforce due to the actual numbers of employees in specific job categories and the corresponding availability of minorities in the labor market.

* Hispanic males were not represented in the Technicians category (-1%) and were under-represented in the Administrative Support (-2%) and Skilled Craft (-18%) job categories.

* Asian males were not represented in the Officials/Administrators job category and therefore showed an underutilization of (-2%) for that category. For the Technician category, Asian males showed an underutilization of (-2%).

* In comparison to the relevant labor market, White females were under-represented in the Skilled Craft job category (-3%) and the Service/Maintenance job category (-9%).

* Asian females were not represented in the Skilled Craft job category (-0%) and under-represented in the Service/Maintenance category (-3%) and Technician category (-2%).

* All employees in the Protective Services: Non-Sworn job category are White males or females, which represents a noticeable equal employment opportunity challenge. The under-representation in this category is Hispanic males (-10%), American Indian or Alaska Native (-3%) and Other females (-4%).

* Identified areas of underutilization are primarily in the job categories of Technicians (Males Hispanic or Latino, American Indian or Alaska Native, Asian and Asian females), Protective Services: Non-Sworn (Males Hispanic or Latino, American Indian or Alaska Native and Other females), Skilled Craft (White females) and Service/Maintenance (Females White, Hispanic or Latino and Asian).

Step 5: Objectives and Steps

1. 2. Encourage American Indian or Alaska Native males to apply for vacancies in the Technicians and Protective Services: Non-Sworn categories.

- a. a. The Washoe County Department of Human Resources will review the composition of the applicant pool for all vacancies in the Technicians and Protective Services Non-Sworn categories in the last fiscal year to determine whether American Indian or Alaska Native male applicants were under-represented. The analysis will help determine whether any step in the selection process for these positions may have had a significant impact on screening out American Indian or Alaska Native applicants which will guide policy changes for any areas of deficiency.
- b. As recruiting budgets and staff capacity allow, HR will enhance outreach efforts to those organizations that serve a greater population of the American Indian or Alaska Native community; such as, attend job fairs and partner with vocational and higher educational institutions, and the Reno-Sparks Indian Colony as well as other local with a significant American Indian or Alaska Native male membership.

2. 3. Encourage Asian males to apply for vacancies in the Officials/Administrators and Technicians categories.

- a. a. The Washoe County Department of Human Resources will review the composition of the applicant pool for all vacancies in the Officials/Administrators and Technicians job categories in the last fiscal year to determine whether Asian male applicants were under-represented. The analysis will help determine whether any step in the selection process for these positions may have had a significant impact on screening out Asian male applicants which will guide policy changes for any areas of deficiency.
- b. HR will continue to enhance outreach efforts that target Asian male applicants in the Officials/Administrators and Technicians job categories by partnering with higher education and community institutions with a significant Asian male membership as well as utilizing specialized recruiting services for identified job categories.

3. 4. Encourage White females to apply for vacancies in the Skilled Craft, and Service/Maintenance job categories.

- a. a. The Washoe County Department of Human Resources will review the composition of the applicant pool for all vacancies in the Skilled Craft, and Service/Maintenance job categories in the last fiscal year to determine whether White female applicants were under-represented. The analysis will help determine whether any step in the selection process for these positions may have had a significant impact on screening out White female applicants which will guide policy changes for any areas of deficiency.
- b. As recruiting budgets and staff capacity allow, HR will enhance outreach efforts that target White female applicants in the Skilled Craft, and Service/Maintenance job categories. This will include developing relationships with vocational job training centers and those that typically focus job training on these areas of focus. One such organization is the National Association of Women in Construction as well as Nevada Builders Association.

4. 5. Encourage Asian females to apply for vacancies in the Technicians and Service/Maintenance job categories.

- a. a. The Washoe County Department of Human Resources will review the composition of the applicant pool for all vacancies in the Technicians and Service/Maintenance job categories in the last fiscal year to determine whether Asian female applicants were under-represented. The analysis will help determine whether any step in the selection process for these positions may have had a significant impact on screening out Asian female applicants which will guide policy changes for any areas of deficiency.
- b. HR will enhance outreach efforts that target Asian female applicants in the Technicians and Service/Maintenance job categories by attending job fairs and partnering with vocational and higher educational institutions, especially those with significant Asian female membership and develop relationships with organizations serving the Asian female community.

5. 6. Partner with internal County departments to promote the Countys EEO objectives during the recruitment process.

- a. a. The Washoe County Department of Human Resources (HR) will make specific outreach efforts to targeted departments, which hold the affected job classes, at the time of recruitment to partner together in order to promote strategic advertising efforts to reach the underrepresented populations. The HR Manager, Compensation & Recruitment working with the HR Manager, Organizational Effectiveness which includes Diversity will notify specific department heads within the County that Human Resource Analysts will approach them and/or their designees, at the time of recruitment, to work together to promote the objectives of the Countys EEO plan.

6. 1. Encourage Hispanic males to apply for vacancies in the Technicians, Protective Services: Non-Sworn, and Skilled Craft job categories

- a. a. The Washoe County Department of Human Resources will review the composition of the applicant pool for all vacancies in the Technicians, Protective Services: Non-Sworn and Skilled Craft job categories in the last fiscal year to determine whether Hispanic male applicants were under-represented. The analysis will help determine whether any step in the selection process for these positions may have had a significant impact on screening out Hispanic male applicants which will guide policy changes for any areas of deficiency.
- b. As recruiting budgets and staff capacity allow, HR will enhance outreach efforts to those organizations that serve a greater population of the Hispanic Community; such as: University programs, Nevada Job Connect, community centers, diversity-jobs .com, diversityworking.com, LatPro.com, La Voz Hispana Newspaper and Hispanic radio.

Step 6: Internal Dissemination

1. HR will post the 2021 EEO on the Countys Intranet site and will provide all employees notice of this posting via our internal employee communication website Inside Washoe.
2. All new and returning employees are required to sign a Washoe County Policy Acknowledgment form acknowledging that they have read and understand various County policies including the Discrimination, Harassment and Retaliation Policy. These policies are also discussed during new employee orientation, which includes familiarizing new employees with the County EEO and how to access this information on the County website. Additionally, in 2022, Washoe County will be establishing an Employee Resource Group focused on Diversity, Equity and Inclusion which will involve discussions with employees on ways to increase outreach to the targeted populations.

3. HR conducts equal employment opportunity training for managers and supervisors and will familiarize managers and supervisors with the County EEOP and how to access this information on the County website.

4. All employment advertisements contain the phrase, Washoe County does not discriminate on the basis of race, color, sex, sexual orientation, gender identity and expression, age, disability or national origin in the activities and/or service which it provides. EOE.

5. Each County Labor Agreement has a Non-Discrimination Article which includes a sub-section with non-discrimination language as defined by NRS 613.330.

Step 7: External Dissemination

1. Washoe County has posted a copy of the EEOP to the Countys public website.

2. Washoe County has provided copies of the EEOP to local public libraries for public access by library patrons.

Utilization Analysis Chart
Relevant Labor Market: Washoe County, Nevada

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 #/%	52/37%	5/4%	2/1%	0/0%	0/0%	0/0%	0/0%	0/0%	68/49%	7/5%	2/1%	0/0%	4/3%	0/0%	0/0%	0/0%
CLS #/%	12,260/49%	1,070/4%	315/1%	120/0%	590/2%	20/0%	140/1%	20/0%	8,405/34%	1,285/5%	75/0%	90/0%	405/2%	30/0%	114/0%	0/0%
Utilization #/%	-12%	-1%	0%	-0%	-2%	-0%	-1%	-0%	15%	-0%	1%	-0%	1%	-0%	-0%	0%
Professionals																
Workforce #/%	242/31%	28/4%	12/2%	4/1%	16/2%	5/1%	0/0%	0/0%	367/47%	72/9%	6/1%	3/0%	26/3%	0/0%	4/1%	0/0%
CLS #/%	12,595/38%	950/3%	205/1%	85/0%	945/3%	10/0%	130/0%	65/0%	15,250/46%	1,020/3%	175/1%	165/0%	1,170/4%	130/0%	175/1%	85/0%
Utilization #/%	-7%	1%	1%	0%	-1%	1%	-0%	-0%	1%	6%	0%	-0%	-0%	-0%	-0%	-0%
Technicians																
Workforce #/%	11/14%	0/0%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	42/55%	19/25%	2/3%	0/0%	2/3%	0/0%	0/0%	0/0%
CLS #/%	2,030/40%	135/3%	70/1%	85/2%	150/3%	25/0%	55/1%	0/0%	1,870/37%	220/4%	70/1%	30/1%	250/5%	20/0%	15/0%	10/0%
Utilization #/%	-26%	-3%	-1%	-2%	-2%	-0%	-1%	0%	17%	20%	1%	-1%	-2%	-0%	-0%	-0%
Protective Services: Sworn																
Workforce #/%	284/63%	38/8%	6/1%	2/0%	16/4%	2/0%	3/1%	0/0%	76/17%	16/4%	4/1%	4/1%	1/0%	0/0%	0/0%	0/0%
CLS #/%	3,280/72%	290/6%	60/1%	4/0%	125/3%	35/1%	124/3%	15/0%	480/11%	90/2%	0/0%	10/0%	15/0%	20/0%	15/0%	0/0%
Utilization #/%	-9%	2%	0%	0%	1%	-0%	-2%	-0%	6%	2%	1%	1%	-0%	-0%	-0%	0%
Protective Services: Non-sworn																
Workforce #/%	18/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	12/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	155/42%	35/10%	0/0%	10/3%	0/0%	0/0%	0/0%	0/0%	150/41%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	15/4%
Utilization #/%	18%	-10%	0%	-3%	0%	0%	0%	0%	-1%	0%	0%	0%	0%	0%	0%	-4%
Administrative Support																
Workforce #/%	92/14%	18/3%	2/0%	0/0%	2/0%	0/0%	1/0%	0/0%	397/60%	117/18%	9/1%	4/1%	16/2%	0/0%	4/1%	0/0%
CLS #/%	16,930/29%	2,595/4%	535/1%	235/0%	940/2%	70/0%	155/0%	145/0%	27,625/48%	5,510/9%	555/1%	450/1%	1,520/3%	105/0%	395/1%	310/1%

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 #/%	-15%	-2%	-1%	-0%	-1%	-0%	-0%	-0%	12%	8%	0%	-0%	-0%	-0%	-0%	-1%
Skilled Craft																
Workforce #/%	67/86%	8/10%	0/0%	1/1%	1/1%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	11,690/62%	5,295/28%	115/1%	260/1%	330/2%	55/0%	215/1%	125/1%	485/3%	210/1%	30/0%	30/0%	10/0%	0/0%	10/0%	0/0%
Utilization #/%	24%	-18%	-1%	-0%	-0%	-0%	0%	-1%	-3%	-1%	-0%	-0%	-0%	0%	-0%	0%
Service/Maintenance																
Workforce #/%	40/47%	18/21%	2/2%	0/0%	2/2%	0/0%	0/0%	0/0%	12/14%	9/11%	0/0%	0/0%	1/1%	0/0%	1/1%	0/0%
CLS #/%	18,995/32%	11,930/20%	905/2%	300/1%	2,115/4%	210/0%	350/1%	195/0%	13,550/23%	7,330/12%	545/1%	410/1%	2,380/4%	170/0%	340/1%	175/0%
Utilization #/%	15%	1%	1%	-1%	-1%	-0%	-1%	-0%	-9%	-2%	-1%	-1%	-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
Officials/Administrators	✓															
Professionals	✓															
Technicians	✓															
Protective Services: Sworn	✓						✓									
Administrative Support	✓	✓			✓											
Skilled Craft		✓														

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: Elizabeth Jourdin

HR Manager Organizational Effectiveness 10-26-2021

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[title]

[date]