

# EEO Utilization Report

## Organization Information

Name: Chesterfield County Government

City: Chesterfield

State: VA

Zip: 23832-0040

Type: County/Municipal Law Enforcement

## **Step 1: Introductory Information**

### **Policy Statement:**

Chesterfield Countys Personnel Policies and Administrative Procedures have been adopted to ensure fair and consistent personnel practices. Chesterfield County shall provide Equal Opportunity to employees, applicants and citizens on the basis of fitness and merit, without regard to race, color, religion, national origin, political affiliation, sex, age or disability in accordance with applicable Federal and State Equal Opportunity Laws.

In addition, Chesterfield County prohibits discrimination against employees on the basis of military duty, affiliation or status.

Non-Discrimination/Equal Opportunity shall apply in all program areas including but not limited to recruitment, hiring, promotions, compensation, benefits, transfers, work assignments, performance evaluations, disciplinary actions, demotions, terminations, training programs, educational, social and recreational programs and use of County facilities.

All Chesterfield County Personnel Policies and Administrative Procedures shall be administered in accordance with this Non-Discrimination and Equal Opportunity clause. Any person covered by this policy who believes a provision of the policy has been violated may make a complaint to their supervisor, department director or to the Department of Human Resources (HR). The supervisor, department director or HR will take necessary action to investigate complaints.

Chesterfield County prohibits retaliation against any employee who lodges a good faith complaint of discrimination, or who participates in any related investigation. The County recognizes that making false accusations of discrimination in bad faith can have serious consequences for those who are wrongly accused. The County prohibits deliberately making false and/or malicious discrimination allegations, as well as deliberately providing false information during an investigation. Anyone who violates this policy is subject to disciplinary action, up to and including separation.

## Step 4b: Narrative of Interpretation

Chesterfield County HR reviewed the categories that were under-represented by -6% or more:

1. Black/African American females were significantly under-represented in the following job categories: Officials/Administrators (-6%), Technicians (-9%), Protective Services Sworn (-10%).
2. White females were significantly under-represented in the following job categories: Protective Services: Non-Sworn (-22%), Service/Maintenance (-14%)
3. Black/African American males were significantly under-represented in the following job categories: Protective Services Sworn (-7%), Administrative Support (-6%).
4. Hispanic/Latino males were significantly under-represented in the following job categories: Service Skilled (-7%).
5. White males were significantly under-represented in the following job categories: Professionals (-7%), Administrative Support (-20%).

In reviewing the EEO Utilization Report that the County submitted to OCR two years ago, we were able to track improvements in the recruitment and retention in the following categories:

1. Black females; Officials/Administrators, Technicians, Protective Services Sworn and Service/Maintenance
2. White females; Technicians, Protective Services Sworn and Non-Sworn and Service/Maintenance
3. Black males; Protective Services Sworn and Service/Maintenance
4. Hispanic/Latino males; Skilled Craft
5. White Males; Administrative Support

Chesterfield County has formulated our current Objectives and the Steps in a manner that will help us to continue to see improvements in under-represented categories.

## Step 5: Objectives and Steps

### **1. 1. Chesterfield County Government will ensure equal employment opportunities for all applicants and employees in all job categories regardless of race, color, religion, national origin, political affiliation, sex, age or disability.**

a. Recruitment - Chesterfield County will continue to expand job applicant pools to include more minorities and females in under-represented areas. The county will continue to attend career fairs (including historically black colleges), military installations and participate in other minority outreach events. The county advertises in the Richmond Free Press and other minority outlets/publications. The county also advertises through professional associations.

Chesterfield County's vacancy announcement page states that Chesterfield County is an equal opportunity employer committed to workforce diversity.

b. Selection - Chesterfield County will continue to oversee the hiring process for county employees to ensure equal employment opportunities for all applicants and employees in all job categories regardless of race and sex. This includes reviewing interview questions; training supervisors on EEO laws/regulations; reviewing any written exercises that may be administered; promoting the use of a diverse interview panel when interviewing/selecting candidates; and reviewing and approving all selection decisions before job offers. After review of the of the entire process, if there appears to be a violation of policy or EEO practices, HR conducts an investigation and, if needed, corrects any violations.

c. Workforce Analysis - Human Resources staff generates an Annual Report, which tracks trends on workforce demographics. This analysis includes all job categories broken down by race and sex. This report identifies demographics by sex and ethnicity and is presented to county leaders for review and analysis.

### **2. 2. Chesterfield County Government will focus attention on those groups that are under-represented as outlined in the Utilization Analysis Chart. This includes White females in all job categories and African American females in all job categories, except Public Safety Non-Sworn and Service/Maintenance. This goal also focuses on African American males who are under-represented in all job categories, except Professionals,**

**Protective Services Non-Sworn and Skilled Craft. This goal also focuses on White Males who are under-represented in the Professionals job category.**

- a. Exit Interviews - The county conducts exit interviews and administers exit questionnaires. Information from the questionnaires is analyzed, including workforce demographics. Trends are recorded and shared with department leadership. Human Resources monitors and quickly responds to exit data that outlines potential discriminatory practices.
- b. Separation Reports - HR develops and runs employee separation reports on a semi-annual basis. These reports include all full-time and part-time separations. The reports are analyzed for trends based on departments and employee demographics. Separation rates higher than county norms are communicated to county leadership and action planning is initiated for improvements.
- c. Diversity Advisory Committee - The mission of the county's Diversity Advisory Committee is to provide recommendations to county leadership and create diverse experiences for employees that promote inclusion, acceptance and understanding. The committee will be given access to the Utilization Analysis chart to help determine areas to address. The committee facilitates a number of county-wide training opportunities. Every March, the committee hosts a Women in Leadership program. This program helps to build leadership skills and assists females in the Official/Administrators and Professionals categories. The county also helps coordinate a county-wide Black History Month celebration each February.
- d. Diversity Plan (including Equal Opportunity Initiatives) - In addition to those items mentioned above, the county maintains a Diversity Plan (including Equal Opportunity Initiatives). The plan can be found on the Diversity Advisory Committee's website. The plan outlines the county's commitment to equal employment opportunities and diversity. The plan includes a personalized letter from the HR Director.

**Step 6: Internal Dissemination**

Chesterfield County's EEOP Utilization Report will be disseminated internally as follows:

1. Post a copy/link of the EEOP Utilization Report on Chesterfield County's intranet service, an in-house electronic communication network.
2. Have copies of the EEOP Utilization Report available upon request in HR's reception area.
3. Send an email to all county employees (4,000) advising them that the EEOP Utilization Report will be available for review on Chesterfield County's intranet and upon request in HR's reception area.
4. The County Administrator meets monthly with all Department Directors. HR will advise all Department Directors at this monthly meeting that a copy of the EEOP Utilization Report will be available for review on Chesterfield County's intranet and upon request in HR's reception area. The HR Director will encourage Department Directors to share this information with employees who may not have access to the intranet/internet.

**Step 7: External Dissemination**

1. Post a copy of the EEOP Utilization Report on Chesterfield County's internet (public website).
2. Post on county social media sites, such as Facebook and Twitter, that a copy of the EEOP Utilization Report is available on Chesterfield County's internet, intranet, and upon request in HR's reception area.
3. Have copies of the EEOP Utilization Report available upon request in HR's reception area.
4. For contractors and vendors - Post a copy/link of the EEOP Utilization Report for contractors and vendors on Chesterfield County's Department of Purchasing-Diversity webpage (internet/public website).

**Utilization Analysis Chart**  
**Relevant Labor Market: Chesterfield County, Virginia**

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 #/%	95/61%	0/0%	4/3%	1/1%	2/1%	0/0%	1/1%	0/0%	44/28%	1/1%	8/5%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	7,625/48%	159/1%	1,005/6%	45/0%	235/1%	0/0%	55/0%	20/0%	4,795/30%	90/1%	1,715/11%	0/0%	95/1%	0/0%	10/0%	25/0%
Utilization #/%	12%	-1%	-4%	0%	-0%	0%	0%	-0%	-2%	0%	-6%	1%	-1%	0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	281/24%	7/1%	67/6%	1/0%	13/1%	0/0%	1/0%	0/0%	524/44%	22/2%	247/21%	1/0%	11/1%	1/0%	10/1%	0/0%
CLS #/%	6,065/30%	290/1%	975/5%	4/0%	310/2%	15/0%	0/0%	85/0%	9,325/47%	330/2%	2,085/10%	0/0%	345/2%	15/0%	30/0%	15/0%
Utilization #/%	-7%	-1%	1%	0%	-0%	-0%	0%	-0%	-3%	0%	10%	0%	-1%	0%	1%	-0%
<b>Technicians</b>																
Workforce #/%	75/49%	0/0%	12/8%	2/1%	1/1%	0/0%	0/0%	0/0%	47/31%	4/3%	13/8%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	710/27%	40/2%	255/10%	0/0%	80/3%	0/0%	0/0%	0/0%	925/36%	69/3%	450/17%	0/0%	25/1%	0/0%	20/1%	15/1%
Utilization #/%	21%	-2%	-2%	1%	-2%	0%	0%	0%	-5%	-0%	-9%	0%	-1%	0%	-1%	-1%
<b>Protective Services: Sworn</b>																
Workforce #/%	853/71%	31/3%	127/11%	5/0%	17/1%	0/0%	4/0%	0/0%	136/11%	4/0%	28/2%	1/0%	2/0%	0/0%	1/0%	0/0%
CLS #/%	1,340/52%	4/0%	455/18%	10/0%	4/0%	0/0%	0/0%	20/1%	410/16%	15/1%	315/12%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	18%	2%	-7%	0%	1%	0%	0%	-1%	-5%	-0%	-10%	0%	0%	0%	0%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	15/43%	1/3%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	15/43%	1/3%	2/6%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	80/31%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	165/65%	10/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	11%	3%	3%	0%	0%	0%	0%	0%	-22%	-1%	6%	0%	0%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	21/5%	1/0%	8/2%	0/0%	0/0%	0/0%	1/0%	0/0%	317/70%	25/6%	74/16%	1/0%	2/0%	0/0%	1/0%	0/0%
CLS #/%	8,520/25%	170/0%	2,775/8%	20/0%	320/1%	0/0%	70/0%	0/0%	14,785/43%	760/2%	5,920/17%	90/0%	420/1%	20/0%	215/1%	55/0%

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 #/%	-20%	-0%	-6%	-0%	-1%	0%	0%	0%	27%	3%	-1%	-0%	-1%	-0%	-0%	-0%
<b>Skilled Craft</b>																
Workforce #/%	100/70%	4/3%	36/25%	0/0%	0/0%	0/0%	0/0%	0/0%	2/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	7,465/71%	1,030/10%	1,140/11%	20/0%	195/2%	0/0%	105/1%	10/0%	360/3%	15/0%	120/1%	0/0%	70/1%	0/0%	0/0%	0/0%
Utilization #/%	-0%	-7%	15%	-0%	-2%	0%	-1%	-0%	-2%	-0%	-1%	0%	-1%	0%	0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	180/39%	2/0%	69/15%	2/0%	1/0%	0/0%	3/1%	0/0%	43/9%	5/1%	158/34%	0/0%	1/0%	0/0%	3/1%	0/0%
CLS #/%	7,655/28%	1,605/6%	5,380/20%	25/0%	585/2%	0/0%	49/0%	15/0%	6,380/23%	880/3%	4,015/15%	25/0%	555/2%	0/0%	135/0%	115/0%
Utilization #/%	11%	-5%	-5%	0%	-2%	0%	0%	-0%	-14%	-2%	19%	-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
<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: Mary Martin Selby

Director of Human Resources

11-14-2018

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