

EEO Utilization Report

Organization Information

Name: County Of Adams

City: Gettysburg

State: PA

Zip: 17325

Type: County/Municipal Court

Tue 02-04-2025 09:24:56 EST

Section 1: EEO Policy Statement

Policy Statement:

Equal Employment Opportunity

The County of Adams is an equal opportunity employer. It is our policy to grant equal employment opportunities to qualified persons without regard to race, religion, color, national origin, sex, gender, sexual orientation, gender identity, age, marital status, disability, veterans status, and any other categories protected by federal, state or local laws. This policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, termination, compensation, benefits and all other conditions and privileges of employment in accordance with applicable federal, state and local laws.

Management is primarily responsible for seeing that the County of Adams equal opportunity policies are implemented, but all members of the staff share in the responsibility.

Violations of this policy will result in corrective action, up to and including termination from employment.

Section 5: Narrative Interpretation of Data

The County of Adams advertises using Indeed, specialty websites for particular professions, our County website, County Commissioners of PA website, and college and local job boards as available.

Section 6: Objectives and Steps

1. Continue to advertise in areas that reach all demographics based on the experience and education requirements of each specific position.
 - a. Ensure all those responsible for hiring decisions are educated in EEO responsibilities and requirements.

Section 7: Dissemination Strategy: Internal

The EEO Utilization Report will be available on the County of Adams website.

Section 7: Dissemination Strategy: External

The EEO Utilization Report will be available on the County of Adams website.

Utilization Analysis Chart

Relevant Labor Market: Adams County , Pennsylvania

| 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 #/% | 8/42% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 11/58% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 1,875/54% | 15/0% | 25/1% | 0/0% | 30/1% | 0/0% | 4/0% | 1,470/42% | 25/1% | 10/0% | 0/0% | 4/0% | 0/0% | 15/0% |
| Utilization #/% | -12% | -0% | -1% | 0% | -1% | 0% | -0% | 16% | -1% | -0% | 0% | -0% | 0% | -0% |
| Professionals | | | | | | | | | | | | | | |
| Workforce #/% | 80/45% | 1/1% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 88/50% | 5/3% | 1/1% | 0/0% | 2/1% | 0/0% | 0/0% |
| CLS #/% | 1,565/30% | 50/1% | 10/0% | 0/0% | 25/0% | 0/0% | 20/0% | 3,335/64% | 145/3% | 55/1% | 0/0% | 10/0% | 0/0% | 0/0% |
| Utilization #/% | 15% | -0% | -0% | 0% | -0% | 0% | -0% | -14% | 0% | -0% | 0% | 1% | 0% | 0% |
| Technicians | | | | | | | | | | | | | | |
| Workforce #/% | 0/NaN | 0/NaN | 0/NaN | 0/NaN | 0/NaN | 0/NaN | 0/NaN | 0/NaN | 0/NaN | 0/NaN | 0/NaN | 0/NaN | 0/NaN | 0/NaN |
| CLS #/% | 1,360/38% | 250/7% | 0/0% | 0/0% | 40/1% | 0/0% | 30/1% | 1,585/45% | 250/7% | 0/0% | 0/0% | 30/1% | 0/0% | 15/0% |
| Utilization #/% | NaN | NaN | NaN | NaN | NaN | NaN | NaN | NaN | NaN | NaN | NaN | NaN | NaN | NaN |
| Protective Services: Sworn | | | | | | | | | | | | | | |
| Workforce #/% | 15/94% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 1/6% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 260/54% | 25/5% | 20/4% | 0/0% | 20/4% | 0/0% | 0/0% | 155/32% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 40% | -5% | -4% | 0% | -4% | 0% | 0% | -26% | 0% | 0% | 0% | 0% | 0% | 0% |
| Protective Services: Non-sworn | | | | | | | | | | | | | | |
| Workforce #/% | 67/63% | 5/5% | 8/7% | 0/0% | 0/0% | 0/0% | 0/0% | 22/21% | 5/5% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 85/85% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 15/15% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | -22% | 5% | 7% | 0% | 0% | 0% | 0% | 6% | 5% | 0% | 0% | 0% | 0% | 0% |
| Administrative Support | | | | | | | | | | | | | | |
| Workforce #/% | 15/11% | 0/0% | 1/1% | 0/0% | 1/1% | 0/0% | 0/0% | 117/86% | 2/1% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 1,790/26% | 110/2% | 60/1% | 0/0% | 35/1% | 0/0% | 25/0% | 4,395/64% | 245/4% | 130/2% | 4/0% | 25/0% | 0/0% | 30/0% |
| Utilization #/% | -15% | -2% | -0% | 0% | 0% | 0% | -0% | 22% | -2% | -2% | -0% | -0% | 0% | -0% |
| Skilled Craft | | | | | | | | | | | | | | |
| Workforce #/% | 9/90% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 1/10% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 2,425/83% | 165/6% | 15/1% | 0/0% | 4/0% | 0/0% | 65/2% | 195/7% | 4/0% | 0/0% | 0/0% | 20/1% | 0/0% | 15/1% |
| Utilization #/% | 7% | -6% | -1% | 0% | -0% | 0% | -2% | 3% | -0% | 0% | 0% | -1% | 0% | -1% |
| Service/Maintenance | | | | | | | | | | | | | | |
| Workforce #/% | 35/73% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 13/27% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 5,665/48% | 805/7% | 180/2% | 25/0% | 30/0% | 0/0% | 30/0% | 4,525/38% | 490/4% | 20/0% | 0/0% | 25/0% | 0/0% | 30/0% |
| Utilization #/% | 25% | -7% | -2% | -0% | -0% | 0% | -0% | -11% | -4% | -0% | 0% | -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 |
| Professionals | | | | | | | | ✓ | | | | | | |
| Protective Services: Sworn | | | | | | | | ✓ | | | | | | |
| Protective Services: Non-sworn | ✓ | | | | | | | | | | | | | |
| Administrative Support | ✓ | | | | | | | | | | | | | |
| 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.

Michèle Miller

Director of HR

2-4-2025

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