

EEO Utilization Report

Organization Information

Name: County Of Adams

City: Gettysburg

State: PA

Zip: 17325

Type: County/Municipal Court

Step 1: Introductory Information

Policy Statement:

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.

Step 4b: Narrative of Interpretation

Adams County utilizes many avenues for recruiting. Facebook, Indeed, ZipRecruiter, County website, and specific job boards. As the County changes demographics the demographics of the employee workforce here should change as well.

Step 5: Objectives and Steps

1. Our objective is to always hire the best candidate for the position and always be cognizant of Equal Opportunity Laws.

- a. A training will be held with all employees responsible for the interviewing and hiring process to make sure everyone involved understands Equal Employment Opportunity.

Step 6: Internal Dissemination

The EEO Utilization Report will be posted on the County website accessible to both the public and employees.

Step 7: External Dissemination

The report will be on the County 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 #/%	24/39%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	38/61%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,360/62%	60/2%	55/1%	0/0%	30/1%	0/0%	10/0%	10/0%	1,215/32%	30/1%	60/2%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-23%	-2%	-1%	0%	-1%	0%	-0%	-0%	30%	-1%	-2%	0%	0%	0%	0%	0%
Professionals																
Workforce #/%	93/48%	1/1%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	93/48%	3/2%	1/1%	0/0%	1/1%	0/0%	0/0%	0/0%
CLS #/%	1,455/30%	34/1%	15/0%	0/0%	15/0%	0/0%	15/0%	0/0%	3,195/65%	80/2%	15/0%	0/0%	65/1%	0/0%	0/0%	10/0%
Utilization #/%	18%	-0%	0%	0%	-0%	0%	-0%	0%	-17%	-0%	0%	0%	-1%	0%	0%	-0%
Technicians																
Workforce #/%	8/73%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/27%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	210/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	595/71%	15/2%	0/0%	0/0%	15/2%	0/0%	0/0%	0/0%
Utilization #/%	48%	0%	0%	0%	0%	0%	0%	0%	-44%	-2%	0%	0%	-2%	0%	0%	0%
Protective Services: Sworn-Officials																
Workforce #/%	14/93%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	330/73%	25/6%	15/3%	0/0%	0/0%	0/0%	0/0%	0/0%	80/18%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	20%	-6%	-3%	0%	0%	0%	0%	0%	-11%	0%	0%	0%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	2,680/53%	325/6%	29/1%	0/0%	49/1%	0/0%	65/1%	10/0%	1,625/32%	175/3%	65/1%	0/0%	0/0%	0/0%	30/1%	4/0%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	99/71%	2/1%	6/4%	0/0%	0/0%	0/0%	0/0%	0/0%	28/20%	2/1%	3/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	40/47%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	45/53%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

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 #/%	24%	1%	4%	0%	0%	0%	0%	0%	-33%	1%	2%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	12/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	46/77%	1/2%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%
CLS #/%	2,495/29%	90/1%	100/1%	0/0%	35/0%	0/0%	0/0%	0/0%	5,395/63%	195/2%	45/1%	10/0%	75/1%	0/0%	64/1%	10/0%
Utilization #/%	-9%	-1%	-1%	0%	-0%	0%	0%	0%	13%	-1%	-1%	-0%	1%	0%	-1%	-0%
Skilled Craft																
Workforce #/%	6/75%	0/0%	0/0%	0/0%	0/0%	1/12%	0/0%	0/0%	1/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,755/90%	50/2%	110/4%	0/0%	0/0%	0/0%	19/1%	0/0%	130/4%	4/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-15%	-2%	-4%	0%	0%	12%	-1%	0%	8%	-0%	0%	0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	6/55%	1/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/36%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,425/46%	1,185/8%	160/1%	45/0%	4/0%	0/0%	90/1%	20/0%	5,430/39%	530/4%	90/1%	0/0%	55/0%	0/0%	25/0%	30/0%
Utilization #/%	9%	1%	-1%	-0%	-0%	0%	-1%	-0%	-2%	-4%	-1%	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
Officials/Administrators	✓															
Professionals									✓							
Protective Services: Non-sworn									✓							

Law Enforcement Category Rank 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
Deputy First Class																
Workforce #/%	10/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Corporal																
Workforce #/%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeant																
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenant																
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Chief Deputy																
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	14/93%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

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: Michele Miller

Director of HR

03-13-2023

[signature]

[title]

[date]