

# EEO Utilization Report

## Organization Information

Name: Indian River County Board Of County Commissioners

City: Vero Beach

State: FL

Zip: 32960-3365

Type: County/Municipal Government (not law enforcement)

## **Step 1: Introductory Information**

### **Policy Statement:**

Indian River County is committed to providing a workplace that is non-discriminatory and affords equal treatment to all. The County believes that discrimination, harassment, and/or retaliation in any form constitute misconduct that undermines the integrity of the employment relationship. Therefore, the County prohibits discrimination and/or harassment that is sexual, racial, or religious in nature or is related to anyone's gender, national origin, age, disability, or any other basis protected by federal, state, or local law. this policy applies to all County employees and to all individuals who may have contact with any County employee.

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## Step 4b: Narrative of Interpretation

- 1) White females were significantly underrepresented in the Officials/Administrators (-20%), Professionals (-12%), Technicians (-18%), Protective Services Non-Sworn (-34%) and Service/Maintenance (-25%) job categories. White females were underrepresented in Administrative Support (-2%) and Skilled Craft (-4%) job categories.
- 2) Hispanic or Latino females were underrepresented in the Officials/Administrator (-1%), Professionals (-2%), Administrative Support (-2%), Skilled Craft (-1%), and Service/Maintenance (-6%) job categories.
- 3) Black or African American females were underrepresented in the Officials/Administrators (-2%), Professionals (-2%), Administrative Support (-2%), Skilled Craft (-1%), and Service/Maintenance (-9%) job categories.
- 4) Asian females were underrepresented in the Service/Maintenance (-1%) job category.
- 5) Hispanic or Latino males were significantly underrepresented in the Protective Services Non-Sworn (-24%), Skilled Craft (-17%) and Service/Maintenance (-10%) job categories. Hispanic or Latino males were underrepresented in the Administrative Support (-1%) job category.
- 7) Black or African American males were underrepresented in the Officials/Administrators (-1%) job category.
- 8) Asian males were underrepresented in the Technicians (-4%), Administrative Support (-1%), Skilled Craft (-1%), and Service/Maintenance (-1%) job categories.
- 9) Native Hawaiian or Other Pacific Islander males were underrepresented in the Officials/Administrators (-1%) job category.
- 10) Males of two or more races were underrepresented in the Protective Services Non-Sworn (-9%), Skilled Craft (-1%), and Service Maintenance (-1%) job categories.

## Step 5: Objectives and Steps

### **1. Our objective is to create and maintain a culture of equal employment opportunity for all persons seeking employment or promotion with our organization.**

- a. The Human Resources Department will evaluate complaints of discrimination and investigate where such an investigation is determined to be warranted. If the investigation concludes that an employee has violated County policy, the employee will be subject to disciplinary action up to and including dismissal.
- b. The Human Resources Department will refer applications to hiring managers without regard to any protected status, including but not limited to race, religion, color, sex, age, marital status, national origin, disability or genetics.
- c. The Human Resources Department will provide training to hiring managers regarding discrimination, diversity, and equal employment opportunity.
- d. The Human Resources Department will provide training to our employees regarding discrimination, diversity and equal employment opportunity.

### **2. Our objective is to provide equal employment opportunities for black females when our organization fills vacancies that become available in the Officials/Administrator, Professionals, Technicians, Skilled Craft, and Service/Maintenance job categories.**

- a. We will continue to include in all advertisements of vacant positions the statement "Women and minorities are encouraged to apply."
- b. The Human Resources Department will provide information regarding hiring, diversity, and equal employment opportunity to staff who have a key role in the hiring process.

### **3. Our objective is to provide equal employment opportunities for Hispanic females when our organization fills vacancies that become available in the Officials/Administrators, Professionals, Administrative Support, Skilled Crafts, and Service Maintenance job categories.**

- a. We will continue to include in all advertisements of vacant positions the statement "Women and minorities are encouraged to apply."
- b. The Human Resources Department will provide information regarding hiring, diversity, and equal employment opportunity to staff who have a key role in the hiring process.

**4. Our objective is to provide equal employment opportunities for Hispanic males when our organization fills vacancies that become available in the Protective Services Non-Sworn, Skilled Crafts and Service/Maintenance job categories.**

- a. We will continue to include in all advertisements of vacant positions the statement "Women and minorities are encouraged to apply."
- b. The Human Resources Department will provide information regarding hiring, diversity, and equal employment opportunity to staff who have a key role in the hiring process.

**5. Our objective is to provide equal employment opportunities for Asian males when our organization fills vacancies that become available in the Technicians job category.**

- a. We will continue to include in all advertisement of vacant positions the statement "Women and minorities are encouraged to apply."
- b. The Human Resources Department will provide information regarding hiring, diversity, and equal employment opportunities to staff who have a key role in the hiring process.

**6. Our objective is to provide equal employment opportunities for Asian females when our organization fills vacancies that become available in the Service/Maintenance (-1%) job category.**

- a. We will continue to include in all advertisements of vacant positions the statement "Women and minorities are encouraged to apply."
- b. The Human Resources Department will provide information regarding hiring, diversity, and equal employment opportunity to staff who have a key role in the hiring process.

**7. Our objective is to provide equal employment opportunities for Native Hawaiian or Other Pacific Islander males when our organization fills vacancies that become available in the Officials/Administrators job category.**

- a. We will continue to include in all advertisement of vacant positions the statement "Women and minorities are encouraged to apply."
- b. The Human Resources Department will provide information regarding hiring, diversity, and equal employment opportunity to staff who have a key role in the hiring process.

**8. Our objective is to provide equal employment opportunities for Black males when our organization fills vacancies that become available in the Officials/Administrators job category.**

- a. We will continue to include in all advertisements of vacant positions the statement "Women and minorities are encourages to apply."
- b. The Human Resources Department will provide information regarding hiring, diversity, and equal employment opportunity to staff who have a key role in the hiring process.

**9. Our objective is to provide equal employment opportunities to males of two or more races when our organization fills vacancies that become available in the Protective Services Non-Sworn, Skilled Crafts, and Service/Maintenance job categories.**

- a. We will continue to include in all advertisements of vacant positions the statement "Women and minorities are encouraged to apply."
- b. The Human Resources Department will provide information regarding hiring, diversity and equal employment opportunity to staff who have a key role in the hiring process.

**10. Our objective is to provide equal employment opportunities for white females when our organization fills vacancies that become available in the Officials/Administrators, Professionals, Protective Services Non-Sworn, Technicians, Skilled Craft, and Service/Maintenance job categories.**

- a. We will continue to include in all advertisements of vacant position the statement "Women and minorities are encouraged to apply."
- b. The Human Resources Department will provide information regarding hiring, diversity, and equal employment opportunity to staff who have a key role in the hiring process.

### **Step 6: Internal Dissemination**

The Human Resources Department will provide hiring managers with a copy of the EEO Utilization Report. The Human Resources Department will post a copy of the EEOP Short Form on the County's website in a format that can be downloaded by employees. The Human Resources Department will announce the county's EEOP in the employee newsletter and provide copies to employees upon request.

### **Step 7: External Dissemination**

The Human Resources Department will post a copy of the EEOP Short Form on the County's website in a format that can be downloaded by the public. The Human Resources Department will provide a copy of the EEOP Short Form to the Main Library, North County Library, Brackett Library, Law Library, and the Gifford Youth Activity Center Library that will be made available to the public. Copies will be provided to the public upon request.

**Utilization Analysis Chart**  
**Relevant Labor Market: Indian River County, Florida**

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 #/%	50/70%	6/8%	0/0%	1/1%	1/1%	0/0%	0/0%	0/0%	13/18%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,195/52%	290/5%	85/1%	0/0%	55/1%	45/1%	0/0%	0/0%	2,235/37%	45/1%	130/2%	0/0%	25/0%	0/0%	4/0%	10/0%
Utilization #/%	18%	4%	-1%	1%	1%	-1%	0%	0%	-18%	-1%	-2%	0%	-0%	0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	29/39%	6/8%	2/3%	0/0%	1/1%	0/0%	0/0%	0/0%	31/41%	1/1%	2/3%	0/0%	2/3%	0/0%	1/1%	0/0%
CLS #/%	2,455/32%	85/1%	125/2%	0/0%	50/1%	0/0%	20/0%	15/0%	4,060/54%	260/3%	380/5%	30/0%	55/1%	0/0%	15/0%	4/0%
Utilization #/%	6%	7%	1%	0%	1%	0%	-0%	-0%	-12%	-2%	-2%	-0%	2%	0%	1%	-0%
<b>Technicians</b>																
Workforce #/%	9/43%	0/0%	0/0%	0/0%	0/0%	0/0%	1/5%	0/0%	8/38%	2/10%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	410/28%	0/0%	0/0%	0/0%	65/4%	0/0%	0/0%	0/0%	835/56%	40/3%	140/9%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	15%	0%	0%	0%	-4%	0%	5%	0%	-18%	7%	-5%	0%	0%	0%	0%	0%
<b>Protective Services: Sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	575/62%	30/3%	125/13%	0/0%	0/0%	0/0%	25/3%	0/0%	110/12%	0/0%	65/7%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Protective Services: Non-sworn</b>																
Workforce #/%	211/79%	28/11%	3/1%	4/2%	0/0%	0/0%	3/1%	0/0%	15/6%	1/0%	0/0%	1/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	15/15%	35/35%	0/0%	0/0%	0/0%	0/0%	10/10%	0/0%	40/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	64%	-24%	1%	2%	0%	0%	-9%	0%	-34%	0%	0%	0%	0%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	60/27%	3/1%	3/1%	0/0%	0/0%	0/0%	2/1%	0/0%	122/55%	7/3%	15/7%	2/1%	2/1%	2/1%	2/1%	0/0%
CLS #/%	3,775/26%	345/2%	220/2%	10/0%	135/1%	0/0%	20/0%	20/0%	8,410/58%	730/5%	820/6%	15/0%	45/0%	0/0%	25/0%	15/0%
Utilization #/%	1%	-1%	-0%	-0%	-1%	0%	1%	-0%	-2%	-2%	1%	1%	1%	1%	1%	-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
<b>Skilled Craft</b>																
Workforce #/%	106/85%	3/2%	12/10%	0/0%	0/0%	0/0%	0/0%	0/0%	3/2%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,285/67%	1,225/19%	245/4%	15/0%	40/1%	15/0%	50/1%	0/0%	385/6%	85/1%	40/1%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	18%	-17%	6%	-0%	-1%	-0%	-1%	0%	-4%	-1%	-1%	1%	0%	0%	0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	109/76%	4/3%	17/12%	0/0%	0/0%	0/0%	2/1%	0/0%	8/6%	1/1%	1/1%	0/0%	0/0%	0/0%	1/1%	0/0%
CLS #/%	5,315/31%	2,180/13%	1,225/7%	0/0%	105/1%	0/0%	80/0%	10/0%	5,350/31%	1,120/7%	1,660/10%	45/0%	115/1%	0/0%	10/0%	0/0%
Utilization #/%	45%	-10%	5%	0%	-1%	0%	1%	-0%	-25%	-6%	-9%	-0%	-1%	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>Protective Services: Non-sworn</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: Suzanne Boyll

Human Resources Director

09-11-2019

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