

EEO Utilization Report

Organization Information

Name: Morgan County Government

City: Martinsville

State: IN

Zip: 46151

Type: County/Municipal Law Enforcement

Step 1: Introductory Information

Policy Statement:

In order to provide equal employment and advancement to all individuals, employment decisions of the County will be based on qualifications and abilities. Employment practices will not be influenced or affected by an applicants or employees race or color, religion, sex, national origin, age, veteran status, disability, or any other characteristic protected by law. Only bona fide occupational and objective measures of fitness shall be considered in employment decisions.

All position notices, postings, advertisements, and recruiting literature shall contain the phrase An Equal Opportunity Employer.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor, their respective hiring authority, the Commissioners or the HR Director. Employees can raise concerns and make reports without fear of reprisal.

Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Following File has been uploaded:Morgan County Government Equal Employment Opportunity Plan.docx

Step 4b: Narrative of Interpretation

Upon review of the Utilization Analysis Chart, the Human Resources Office for Morgan County Government made the following observations:

The job categories of Officials/Administrators, Professionals, Technicians, Administrative Support, Skilled Craft, Protective Services and Service Maintenance are difficult to interpret the level of underutilization in each job category as significant in

relation to the relevant community labor market. It is important to address the underutilizations of white males, Hispanic males and Asian males as Officials/Administrators, Hispanic males and Asian females as Professionals, and American Indian or Alaska Native, white females and Black or African American as technicians, and white males as administrative support, white and Hispanic males as Skilled Craft and utilization in Service Maintenance of Hispanic males and males of two or more races, as well as white and Hispanic females. For Protective Services, Morgan County needs to review the category of Protective Services, sworn officials for utilization of white females, and Black or Asian males, as well as the Protective Services of Sworn Patrol Officers for utilization of white females, and in the Protective Services: Non-sworn Hispanic males and white females.

Morgan County Government is committed to having a workforce that reflects the demographics of the community.

Morgan County Government will examine

the recruitment and retention practices to see if there might be ways to attract more Hispanic, Black or African American or Asian individuals to apply for positions.

Step 5: Objectives and Steps

1. Morgan County will speak with other facilities that are in surrounding counties to see what they do in regards to their retention and hiring practices.

- a. Morgan County will call the other "donut" or surrounding counties to see what steps they take in their hiring, training and retention practices in an attempt to retain employees and attract new quality employees from the surrounding areas.
- b. Morgan County is in the implementation process of an HRIS which will allow us to post positions in state-wide locations that will bring in more qualified candidates.

2. Morgan County is utilizing exit interviews to discover why individuals leave county employment. We have been working on raising our salaries to compensate quality individuals for the short drive to our facilities.

- a. Morgan County has been utilizing more avenues to search for employees that are quality employees. This has been a work-in-progress which sometimes introduces a new way of thinking.
- b. Morgan County has been working on bringing their salaries up to the corresponding level of surroundings counties/cities so that MC can be competitive in nature.
- c. Morgan County has had someone in Human Resources for approximately 18 months.
- d. Morgan County is working on their training programs and retention programs to keep quality individuals in their employmnet by challenging them.

Step 6: Internal Dissemination

The Utilization Report will be sent to Morgan County Government Employees in the following manner.

1. Distribute a hard copy of the EEOP Utilization Report to all employees in a supervisory position.
2. Send an e-mail memorandum to all employees, to let them know that a copy of the EEOP Utilization Report is available on request.
3. Include a bound copy of the EEOP Utilization Report among the materials displayed in Morgan County Human Resources Office.

Step 7: External Dissemination

1. Morgan County Government will post a copy of the EEO Utilization Report on the county's public website.
2. Public Libraries will receive a copy for display in their reading rooms.
3. Include on all job announcements for Morgan County positions that all applicants may obtain a copy of the EEO Utilization Report on request.
4. Contractors and Vendors will be notified that a copy of Morgan County's EEO Utilization Report is available upon request.

Utilization Analysis Chart
Relevant Labor Market: Morgan County, Indiana

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 #/%	19/46%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	22/54%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,235/63%	15/1%	0/0%	0/0%	10/1%	0/0%	0/0%	0/0%	690/35%	4/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-17%	-1%	0%	0%	-1%	0%	0%	0%	18%	-0%	0%	0%	0%	0%	0%	0%
Professionals																
Workforce #/%	9/31%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	20/69%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	680/30%	19/1%	0/0%	0/0%	10/0%	0/0%	0/0%	4/0%	1,530/67%	0/0%	10/0%	0/0%	15/1%	0/0%	0/0%	0/0%
Utilization #/%	1%	-1%	0%	0%	-0%	0%	0%	-0%	2%	0%	-0%	0%	-1%	0%	0%	0%
Technicians																
Workforce #/%	28/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	19/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	100/36%	0/0%	0/0%	20/7%	0/0%	0/0%	0/0%	0/0%	150/54%	0/0%	10/4%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	24%	0%	0%	-7%	0%	0%	0%	0%	-13%	0%	-4%	0%	0%	0%	0%	0%
Protective Services: Sworn-Officials																
Workforce #/%	16/100%	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%
CLS #/%	235/76%	0/0%	20/6%	0/0%	4/1%	0/0%	0/0%	0/0%	50/16%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	24%	0%	-6%	0%	-1%	0%	0%	0%	-16%	0%	0%	0%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	24/100%	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%
Civilian Labor Force #/%	1,625/47%	55/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1,675/48%	50/1%	0/0%	25/1%	0/0%	0/0%	35/1%	0/0%
Utilization #/%	53%	-2%	0%	0%	0%	0%	0%	0%	-48%	-1%	0%	-1%	0%	0%	-1%	0%
Protective Services: Non-sworn																
Workforce #/%	44/64%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	25/36%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	15/38%	10/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	15/38%	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 #/%	26%	-25%	0%	0%	0%	0%	0%	0%	-1%	0%	0%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	4/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	77/95%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,430/32%	0/0%	0/0%	0/0%	10/0%	0/0%	10/0%	0/0%	2,995/66%	20/0%	0/0%	35/1%	0/0%	0/0%	15/0%	0/0%
Utilization #/%	-27%	0%	0%	0%	-0%	0%	-0%	0%	29%	-0%	0%	-1%	0%	0%	-0%	0%
Skilled Craft																
Workforce #/%	35/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	35/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,990/95%	30/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	65/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-45%	-1%	0%	0%	0%	0%	0%	0%	47%	0%	0%	0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	30/83%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,635/51%	40/1%	10/0%	0/0%	0/0%	0/0%	35/1%	10/0%	2,265/44%	85/2%	15/0%	25/0%	4/0%	0/0%	25/0%	0/0%
Utilization #/%	32%	-1%	-0%	0%	0%	0%	-1%	-0%	-27%	-2%	-0%	-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	✓															
Protective Services: Non-sworn		✓														
Administrative Support	✓															
Skilled Craft	✓															
Service/Maintenance									✓							

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
Captain																
Workforce #/%	2/100%	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%
Sheriff																
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%
Jail Commander																
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%
sergeant																
Workforce #/%	5/100%	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 #/%	5/100%	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%
Corporal																
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 #/%	24/100%	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%

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.

[signature]

[title]

[date]