

EEOP Utilization Report



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Step 1: Introductory Information

Grant Title:	Multnomah County Defending Childhood Initiative	Grant Number:	2012-CV-BX-K055
Grantee Name:	Multnomah County Department of County Human Services	Award Amount:	\$612,261.00
Grantee Type:	Local Government Agency		
Address:	501 SE Hawthorne Blvd. Portland, Oregon 97214		
Contact Person:	Annie Neal	Telephone #:	503-988-4113
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DOJ Grant Manager:	Carmen Santiago-Roberts	DOJ Telephone #:	202-514-9352

Policy Statement:

Multnomah County prohibits workplace harassment and discrimination on the basis of race, color, sex, age, religion, national origin, political affiliation, marital status, sexual orientation, gender identity, source of income, familial status, or physical or mental disability or other protected status in any personnel action and in accordance with applicable law. The prohibition against employment discrimination and harassment may extend to conduct that employees are subjected to from vendors, contractors, customers, or others who enter the workplace. Unlawful discrimination may include, but is not limited to, employment actions related to recruitment, examination, transfer, appointment, training, promotion, the administration of employee benefits, and service delivery. Multnomah County provides a veteran's preference in employment to those eligible under applicable law. The County is committed to complying with all applicable federal, state, and local civil rights laws that pertain to employment.

Step 4b: Narrative Underutilization Analysis

Multnomah Countys Office of Diversity and Equity reviewed the Utilization Analysis (comparing Multnomah Countys workforce to the relevant labor market), and noted the following:

Black Males are under-represented in the Non-sworn Protective Service Workers (-4%) and Service/Maintenance (-1%) job categories, Asian Males are under-represented in the Professionals (-1%) job category and Native Hawaiian or Other Pacific Islander males are under-represented in the Sworn Protective Services (-1%) and Skilled Craft Workers job categories.

White females are underutilized in the Skilled Craft (-3%) and Service/Maintenance (-3%) job categories. Asian females are under-represented in the Service/Maintenance (-2%) job category.

Multnomah County currently does not collect data on two or more races and other race category. Native Hawaiian or Other Pacific Islander data is collected in the Asian category, consistent with EEOC standards.

Step 5 & 6: Objectives and Steps

1. To expand the collection of demographic data to increase data collection options, specifically to identify veterans status, race and sex, as well as sexual orientation.

- a. Multnomah County will increase data collection options, specifically to identify veterans status, race and sex, as well as sexual orientation. Multnomah County does not currently capture national origin data and planning has begun to determine how to best capture and document that data.
- b. Multnomah County will commit to a deeper analysis of the data in this report and use these data to develop long-term strategies beyond the EEO Plan cycle. Multnomah County is committed to conducting an applicant-flow analysis which will track demographic data at every stage, from recruitment through termination. As part of the Human Resources Strategic plan, a related data project will include expansion of Multnomah Countys internal data management tool used to track payroll and personnel information and is scheduled to begin during fiscal year 2015-2016.

2. To further analyze sex data to better understand salary and classification distribution.

- a. The Office of Diversity and Equity will partner with human resources to determine why female employees are over- represented in the Administrative Support job category. Hispanic, Native American and Black females are not represented in the Skilled Craft Workers job category.
- b. The Office of Diversity and Equity will partner with human resources to examine overrepresentation of female employees in the Administrative Support job category. Hispanic, Native American and Black females are not represented in the Skilled Craft Workers job category, a category that is traditionally male-dominated. Human resources will enhance outreach efforts that target female workers in the Skilled Craft Workers job category.
- c. The Office of Diversity and Equity will partner with Central HR and the Auditors Office to further disaggregate salary data and analyze (1) whether the highest paid positions are consistently occupied by a particular demographic group; (2) whether sex disparity exists within specific job categories.

3. To create recruitment strategies to address over-representation where it exists in the hiring process.

- a. Hiring data shows the likelihood that Asian males and females are hired at a higher rate than members of other race groups. Multnomah Countys objective is to create recruitment strategies to address under-representation where it exists and to strengthen and understand strategies that result in proportional representation.
- b. Multnomah County will first analyze its practice of screening applicants for employment based on established minimum qualifications criteria for each position. The human resources strategic plan includes a project to help Multnomah County analyze that critical stage of the recruitment and selection process to ensure that no artificial barriers prevent qualified job seekers from being considered. The second phase of the project will be to craft guidelines which will include training and changes to job announcements. By training direct managers and hiring managers on standard practices that include taking the time to reflect on true job needs, how these needs are conveyed to job seekers and how qualifications are evaluated, Multnomah County seeks to ensure that all qualified applicants advance in the hiring process. This will increase the likelihood that diverse and qualified individuals apply, are identified and ultimately the best candidates are hired.

- c. The human resources strategic plan calls for eliminating artificial employment barriers, making sure the qualifications we require of applicants are necessary for successful job performance. The Office of Diversity and Equity's College to County Mentorship Program provides talented college students from diverse and low-income backgrounds with summer employment and mentoring on substantive projects and processes. Since 2010 fifty-four jobs have been created, all departments have participated and five program graduates have been hired into full-time positions within the County. Multnomah County will support the sustainability of the College to County Program.
- d. For fiscal year 2013-2014, nineteen job postings were coded as other for EEO Job Category. ODE will work with HR to categorize all new positions within one of the EEO-4 job categories.

4. To create tools to address barriers to workplace success for Black females, Native American females and males.

- a. Some over-representation may be present with terminations of employees in the following groups: Black females, Native American females and males. Specifically, involuntary terminations during the term of probation is highest for Hispanic males and Black females. The data suggests a possible disconnect between managers and employees and could reflect barriers to workplace success.
- b. Some over-representation may be present with terminations of employees in the following groups: Black females, Native American females and males. Specifically, involuntary terminations during the term of probation is highest for Hispanic males and Black females. The data suggests a possible disconnect between managers and employees and could reflect barriers to workplace success.
- c. To address the number of women leaving the workforce voluntarily to provide care for a family member, Multnomah County will evaluate feasible options for workflex. Multnomah County has created a task force to explore the option of creating on-site or near-site affordable childcare for employees.

Step 7a: Internal Dissemination

The completed EEO Plan will be shared with HR Executives, Direct Report Managers and will be made available on the Office of Diversity and Equity's website. Data will be published and shared via Tableau Online. External partners will be notified of the EEO Plan on Multnomah County's home page. The Chief Diversity and Equity Officer will also discuss the findings with departmental teams, Employee Resource Groups, and through email with all personnel.

The Office of Diversity and Equity will notify all employees via the county-wide e-publication, The Wednesday Wire, that a copy of the EEOP Utilization Report is available upon request.

Step 7b: External Dissemination

Multnomah County notifies applicants that it is an equal opportunity employer on the job announcement through the following statement: At Multnomah County, we don't just accept difference; we value it and support it to create a culture of dignity and respect for our employees. We are proud to be an Equal Opportunity Employer.

For employees, all work sites must prominently post the Equal Employment Opportunity is the Law poster. Multnomah County's Personnel Rules state that the county prohibits discrimination; there is an e-policy all employees must read on the topic of AA/EEO & Discrimination/Harassment Free Workplace.

The Office of Diversity and Equity will post a copy of the EEOP Utilization Report on its public website.

**Utilization Analysis Chart
Relevant Labor Market: Portland city, Oregon**

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 #/%	139/32%	7/2%	15/3%	1/0%	7/2%	0/0%	0/0%	0/0%	220/50%	14/3%	23/5%	0/0%	13/3%	0/0%	0/0%	0/0%				
CLS #/%	29,765/49%	1,025/2%	765/1%	105/0%	1,730/3%	70/0%	495/1%	140/0%	22,945/38%	800/1%	760/1%	95/0%	1,080/2%	20/0%	465/1%	160/0%				
Utilization #/%	-18%	-0%	2%	0%	-1%	-0%	-1%	-0%	12%	2%	4%	-0%	1%	-0%	-1%	-0%				
Professionals																				
Workforce #/%	393/26%	32/2%	35/2%	3/0%	40/3%	0/0%	0/0%	0/0%	783/51%	62/4%	80/5%	14/1%	96/6%	0/0%	0/0%	0/0%				
CLS #/%	36,635/40%	1,455/2%	1,220/1%	55/0%	3,405/4%	175/0%	730/1%	355/0%	40,610/44%	1,640/2%	1,185/1%	185/0%	3,410/4%	70/0%	885/1%	225/0%				
Utilization #/%	-14%	1%	1%	0%	-1%	-0%	-1%	-0%	7%	2%	4%	1%	3%	-0%	-1%	-0%				
Technicians																				
Workforce #/%	98/25%	16/4%	10/3%	0/0%	9/2%	0/0%	0/0%	0/0%	162/42%	45/12%	19/5%	5/1%	23/6%	0/0%	0/0%	0/0%				
CLS #/%	4,625/41%	145/1%	240/2%	115/1%	455/4%	0/0%	95/1%	0/0%	4,410/39%	235/2%	155/1%	45/0%	495/4%	25/0%	175/2%	50/0%				
Utilization #/%	-16%	3%	0%	-1%	-2%	0%	-1%	0%	3%	10%	4%	1%	2%	-0%	-2%	-0%				
Protective Services:																				
Sworn																				
Workforce #/%	444/59%	34/5%	58/8%	1/0%	22/3%	0/0%	0/0%	0/0%	160/21%	14/2%	8/1%	2/0%	11/1%	0/0%	0/0%	0/0%				
CLS #/%	4,355/66%	195/3%	265/4%	15/0%	165/2%	45/1%	175/3%	50/1%	1,135/17%	65/1%	30/0%	0/0%	40/1%	15/0%	84/1%	0/0%				
Utilization #/%	-7%	2%	4%	-0%	0%	-1%	-3%	-1%	4%	1%	1%	0%	1%	-0%	-1%	0%				
Protective Services: Non-Sworn																				
Workforce #/%	64/16%	27/7%	41/1%	1/0%	9/2%	0/0%	0/0%	0/0%	193/48%	62/15%	18/4%	2/0%	26/6%	0/0%	0/0%	0/0%				
Civilian Labor Force #/%	220/42%	10/2%	25/5%	0/0%	0/0%	0/0%	0/0%	0/0%	245/46%	0/0%	25/5%	0/0%	4/1%	0/0%	0/0%	0/0%				
Utilization #/%	-26%	5%	-4%	0%	2%	0%	0%	0%	1%	15%	-0%	0%	6%	0%	0%	0%				
Administrative Support																				
Workforce #/%	77/12%	21/3%	8/1%	1/0%	10/2%	0/0%	0/0%	0/0%	353/57%	81/13%	41/7%	8/1%	23/4%	0/0%	0/0%	0/0%				
CLS #/%	34,305/32%	2,320/2%	1,585/1%	140/0%	2,365/2%	165/0%	660/1%	200/0%	51,885/49%	3,165/3%	2,300/2%	540/1%	4,025/4%	240/0%	1,440/1%	405/0%				


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%	1%	-0%	0%	-1%	-0%	-1%	-0%	8%	10%	4%	1%	-0%	-0%	-1%	-0%	
Skilled Craft																	
Workforce #/%	61/73%	8/10%	5/6%	4/5%	3/4%	0/0%	0/0%	0/0%	2/2%	0/0%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	
CLS #/%	23,635/75%	3,585/11%	445/1%	180/1%	1,155/4%	210/1%	460/1%	50/0%	1,590/5%	20/0%	105/0%	35/0%	160/1%	30/0%	60/0%	0/0%	
Utilization #/%	-2%	-2%	5%	4%	-0%	-1%	-1%	-0%	-3%	-0%	-0%	-0%	1%	-0%	-0%	0%	
Service/Maintenance																	
Workforce #/%	21/49%	1/2%	1/2%	1/2%	3/7%	0/0%	0/0%	0/0%	10/23%	3/7%	1/2%	1/2%	1/2%	0/0%	0/0%	0/0%	
CLS #/%	41,650/40%	10,065/10%	3,620/3%	275/0%	4,295/4%	485/0%	1,360/1%	380/0%	27,470/26%	5,855/6%	2,540/2%	225/0%	4,090/4%	330/0%	1,390/1%	290/0%	
Utilization #/%	9%	-7%	-1%	2%	3%	-0%	-1%	-0%	-3%	1%	-0%	2%	-2%	-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
Officials/Administrators	✓															
Professionals	✓				✓		✓	✓							✓	
Technicians	✓														✓	
Protective Services: Sworn	✓					✓	✓	✓							✓	
Protective Services: Non-sworn	✓		✓													
Administrative Support	✓														✓	

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.

 Policy & Legal Analyst 11-13-14
[signature] [title] [date]



EEOP Utilization Report

[FAQ](#)

Congratulations, you have completed the EEOP Utilization Report!

The form was certified by **Roberta Phillip-Robbins, Policy and Legal Analyst, AA/EEO Specialist, Email=roberta.phillip@multco.us, Phone=503-988-4867**, on Thu Nov 13 13:59:41 EST 2014

EEOP Utilization Reports must be signed and certified by a responsible official who has the authority to implement your Equal Employment Opportunity Program. Electronic submission of this report constitutes a signature and certification.



To open, review and print your complete EEOP Utilization Report click [here](#).

If you have any questions regarding the submission process contact OCR by telephone at (202) 307-0690 or by email at EEOPForms@usdoj.gov.