

# EEO Utilization Report

## Organization Information

Name: Hancock County

City: Garner

State: IA

Zip: 50438

Type: County Attorney General or Prosecutor's Office

## Step 1: Introductory Information

### Policy Statement:

Employer provides equal employment opportunities for all individuals without regard to race, color, creed, religion, sex, age, national origin, sexual orientation, gender identity, genetic information, disability or status as a veteran. This policy extends to all terms, conditions of employment, use of facilities and participation in county-sponsored activities, including decisions regarding:

- A. Job recruitment, advertisement and application;
- B. Hiring, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring;
- C. Rate of pay or other form of compensation or change in compensation;
- D. Job assignment, job classification, organizational structure, position description, line of progression and seniority lists;
- E. Leaves of absence, sick leave or other leave;
- F. Benefits offered by virtue of employment, whether or not administered by Employer;
- G. Selection and financial support for training, including apprenticeships, professional meetings, conferences and related activities;
- H. Leaves of absence to pursue training;
- I. County-sponsored activities including social and recreational programs; and
- J. Any other term, condition or privilege of employment.

Harassment, retaliation, coercion, interference or intimidation due to an employees race, religion, color, creed, national origin, sexual orientation, gender identity, genetic information, sex, age or disability is strictly forbidden. Any employee who experiences or witnesses such activity should immediately report it to a department head or the County Attorney.

## **Step 4b: Narrative of Interpretation**

1. White females were significantly under-represented in the following job categories: Professionals (-55%), Protective Services (Sworn) (-31%), Protective Services (Non-sworn) (-11%), Skilled Craft (-12%), and Service/Maintenance (-34%).
2. White males were significantly under-represented in the following job categories: Officials (-30%) and Administrative Support (-14%).

In reviewing the data provided in the utilization analysis chart, an area of under-utilization for white males (officials) is indicative of a balanced workforce for the County. The ratio of the work force is 46% male to 54% female, which is a desirable ratio.

The largest under-representation occurs at professionals for white female. This is due to a lack of positions with the County that would qualify for this position, with only one position being filled by a White male.

The second two under-representation occurs at Protective Services (Sworn) and Service/Maintenance. Under the Protective Services (sworn), there may be some error in the reporting data for the County. This official is aware of all the sworn officers in the County currently employed and it shows the population of Hancock County having 20 sworn white females. Currently, only 2 females are employed within the corporate limits of Hancock County, one of which is employed by Hancock County. No other sworn female officers are known to this office to reside in Hancock County. Under service/maintenance, the County secondary roads department comprise the vast majority of employees with this designation. More effort should be made to encourage female applicants in this area.

## **Step 5: Objectives and Steps**

### **1. To encourage White females to apply for vacancies in the Protective Services (Sworn) and Service/Maintenance job categories.**

- a. The County's Engineer Office to review the last two hiring cycles to see if applications were made to open positions by females. If none, County Engineer will review potential reasons for the lack of applicants in this area.
- b. The Hancock County Sheriff's Office to review the last two hiring cycles to see if applications were made to open positions by females. If none, the Sheriff's office will review potential reasons for the lack of applicants in this area.
- c. If reasons are found for the lack of applicants, Department Heads will review what changes, if any, can be made to attract qualified female applicants to apply. This may include outreach to job fairs, employment organizations, and greater advertising.

## **Step 6: Internal Dissemination**

1. Placing a copy of the Report in the County's personnel policy;
2. Posting information on bulletin boards in employee break areas about how to obtain a copy;
3. Distributing a copy of the EEOP Report to all of a recipient's supervisors, department heads, or elected officials.

## **Step 7: External Dissemination**

1. Posting a copy of the Report on the County's public website; and
2. Making copies of the Report available in the County Attorney's Office.

**Utilization Analysis Chart**  
**Relevant Labor Market: Hancock County, Iowa**

| 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 #/%                         | 6/46%   | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 7/54%   | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #/%                               | 580/76% | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 185/24% | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| Utilization #/%                       | -30%    | 0%                 | 0%                        | 0%                               | 0%    | 0%  | 0%                | 0%    | 30%     | 0%                 | 0%                        | 0%                               | 0%    | 0%  | 0%                | 0%    |
| <b>Professionals</b>                  |         |                    |                           |                                  |       |   |                   |       |         |                    |                           |                                  |       |   |                   |       |
| 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%  |
| CLS #/%                               | 200/45% | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 245/55% | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| Utilization #/%                       | 55%     | 0%                 | 0%                        | 0%                               | 0%    | 0%  | 0%                | 0%    | -55%    | 0%                 | 0%                        | 0%                               | 0%    | 0%  | 0%                | 0%    |
| <b>Technicians</b>                    |         |                    |                           |                                  |       |   |                   |       |         |                    |                           |                                  |       |   |                   |       |
| Workforce #/%                         | 0/      | 0/                 | 0/                        | 0/                               | 0/    | 0/  | 0/                | 0/    | 0/      | 0/                 | 0/                        | 0/                               | 0/    | 0/  | 0/                | 0/    |
| CLS #/%                               | 25/20%  | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 100/80% | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| Utilization #/%                       |         |                    |                           |                                  |       |   |                   |       |         |                    |                           |                                  |       |   |                   |       |
| <b>Protective Services: Sworn</b>     |         |                    |                           |                                  |       |   |                   |       |         |                    |                           |                                  |       |   |                   |       |
| Workforce #/%                         | 9/90%   | 0/0%               | 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%              | 0/0%  |
| CLS #/%                               | 25/51%  | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 20/41%  | 4/8%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| Utilization #/%                       | 39%     | 0%                 | 0%                        | 0%                               | 0%    | 0%  | 0%                | 0%    | -31%    | -8%                | 0%                        | 0%                               | 0%    | 0%  | 0%                | 0%    |
| <b>Protective Services: Non-sworn</b> |         |                    |                           |                                  |       |   |                   |       |         |                    |                           |                                  |       |   |                   |       |
| Workforce #/%                         | 1/11%   | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 8/89%   | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| Civilian Labor Force #/%              | 0/0%    | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 4/100%  | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| Utilization #/%                       | 11%     | 0%                 | 0%                        | 0%                               | 0%    | 0%  | 0%                | 0%    | -11%    | 0%                 | 0%                        | 0%                               | 0%    | 0%  | 0%                | 0%    |
| <b>Administrative Support</b>         |         |                    |                           |                                  |       |   |                   |       |         |                    |                           |                                  |       |   |                   |       |
| Workforce #/%                         | 2/17%   | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 10/83%  | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #/%                               | 330/31% | 0/0%               | 10/1%                     | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 705/67% | 15/1%              | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| Utilization #/%                       | -14%    | 0%                 | -1%                       | 0%                               | 0%    | 0%  | 0%                | 0%    | 17%     | -1%                | 0%                        | 0%                               | 0%    | 0%  | 0%                | 0%    |
| <b>Skilled Craft</b>                  |         |                    |                           |                                  |       |   |                   |       |         |                    |                           |                                  |       |   |                   |       |
| 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%  |

| 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 |
| CLS #/%                    | 455/87%   | 4/1%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 65/12%  | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| Utilization #/%            | 13%       | -1%                | 0%                        | 0%                               | 0%    | 0%  | 0%                | 0%    | -12%    | 0%                 | 0%                        | 0%                               | 0%    | 0%  | 0%                | 0%    |
| <b>Service/Maintenance</b> |           |                    |                           |                                  |       |   |                   |       |         |                    |                           |                                  |       |   |                   |       |
| Workforce #/%              | 23/100%   | 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 #/%                    | 1,130/58% | 45/2%              | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 4/0%              | 0/0%  | 665/34% | 85/4%              | 0/0%                      | 4/0%                             | 15/1% | 0/0%                                      | 0/0%              | 0/0%  |
| Utilization #/%            | 42%       | -2%                | 0%                        | 0%                               | 0%    | 0%  | -0%               | 0%    | -34%    | -4%                | 0%                        | -0%                              | -1%   | 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: Blake Henry Norman

County Attorney

04-15-2021

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