

EEO Utilization Report

Organization Information

Name: County Of Cass

City: Cassopolis

State: MI

Zip: 49031

Type: County/Municipal Government (not law enforcement)

Fri 09-25-2020 13:58:55 EDT

Step 1: Introductory Information

Policy Statement:

It is the policy and philosophy of the Cass County, Inc. to provide equal employment opportunities to both applicants and employees, regardless of race, color, national origin, sex, religion, disability, and perhaps other state and local protected classes as it applies to employment practices. This policy statement is included in advertisements for position openings, on the employment application form, and in the Employee Handbook for Cass County, Inc. to notify employees, prospective employees, and members of the public that Cass County, Inc. is complying with federal civil rights laws.

Step 4b: Narrative of Interpretation

We widely recruit job candidates in our local community in diverse community organizations and online with Indeed and other web based employment services. Any disparities in under-utilization are impacted because we are a more rural county on the boarder of Michigan and Indiana with high paying jobs across the border in Indiana where a significant number of our residents work.

In analyzing the data in the underutilization charts, Asian males and White females are identified in the category of Professionals. Of the 180 employees in the category of Professional, the chart states that Cass County, Inc. is underutilizing Asian males by 3%. Cass County, Inc. does not demonstrate parity between the Asian male workforce and the relevant community labor market.

Of the 180 employees in the category of Professional, the chart states that Cass County, Inc. is underutilizing White females by 22%. This rate of underutilization is almost a mirror image of the 23% of overutilization of White male Professionals. This underutilization is considered significant and reflects previous years and generations where White males dominated the workforce. As more Professional White males retire from Cass County, Inc., and with the increase in Professional White females in the workforce than in previous generations, we are expecting to see more parity in this category between White males and White females.

Step 5: Objectives and Steps

1. Our objective is to provide equal employment opportunities for Asian men when our organization fills vacancies that become available in the Professionals job category.

- a. 1.Our organization will designate a member of our human resources team to serve as a liaison and outreach coordinator to educational institutions and professional organizations with significant Asian men members. In the next 12 months, our organization will contact, at least, the following institutions: Southwestern Michigan College, Lake Michigan College, and Western Michigan University, Michigan including multi-cultural fraternities at each campus.
- b. 2.Our organization will review all employment organizational data related to the Professional job category to identify any issues that may pose barriers for Asian men (e.g., review the records of exit interviews of former employees; examine applicant flow data for recent vacancies; review job posting and advertising practices; determine whether there are in-house career paths; evaluate hiring, retention and attrition rates for particular positions, particular offices, or regions).
- c. 3.Based on the internal review of employment data, we will design an action plan within three months of the date of this EEOP to attract more professional Asian men. Within 12 months of the date of this EEOP, we will review our action plan and evaluate our progress.

2. Our objective is to provide equal employment opportunities for White women when our organization fills vacancies that become available in the Professionals job category.

- a. 2. Our organization will review all employment organizational data related to the Professional job category to identify any issues that may pose barriers for White women (e.g., review the records of exit interviews of former employees; examine applicant flow data for recent vacancies; review job posting and advertising practices; determine whether there are in-house career paths; evaluate hiring, retention and attrition rates for particular positions, particular offices, or regions).
- b. 3. Based on the internal review of employment data, we will design an action plan within three months of the date of this EEOP to attract more White professional women. Within 12 months of the date of this EEOP, we will review our action plan and evaluate our progress.
- c. 1.Our organization will designate a member of our human resources team to serve as a liaison and outreach coordinator to educational institutions and professional organizations with significant White women members. In the next 12 months, our organization will contact, at least, the following institutions: Southwestern Michigan College, Lake Michigan College, Western Michigan University, Michigan Business & Professional Women, and the Xi Delta Mu Sorority.

Step 6: Internal Dissemination

Posting the EEOP Report on the Cass County, Inc. web-site;
Placing a copy of the Report in the Cass County, Inc. policies and procedures manual;
Posting information on bulletin boards in employee break areas about how to obtain a copy;
Distributing a copy of the EEOP Report to all of a recipient's supervisors, department heads, or elected officials; and
Sending electronic and hard copy memorandum to every employee stating that a copy is available on request in the Cass County, Inc. human resources office.

Step 7: External Dissemination

Notifying applicants, vendors and contractors in writing that the recipient has developed an EEOP Report and that it is available on request for review;
Posting a copy of the Report on the Cass County, Inc. public website; and
Making copies of the Report available in the reading rooms of local public libraries.
Share Report with our local Human Services Coordinating Council which has diverse membership of all community organizations.

Utilization Analysis Chart
Relevant Labor Market: Cass County, Michigan

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 #/%	15/88%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/6%	0/0%
CLS #/%	970/70%	25/2%	55/4%	0/0%	0/0%	0/0%	4/0%	0/0%	300/22%	0/0%	15/1%	10/1%	10/1%	0/0%	0/0%	0/0%
Utilization #/%	18%	-2%	2%	0%	0%	0%	-0%	0%	-22%	0%	-1%	-1%	-1%	0%	6%	0%
Professionals																
Workforce #/%	86/48%	3/2%	21/12%	0/0%	0/0%	0/0%	0/0%	0/0%	65/36%	2/1%	3/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	370/25%	20/1%	50/3%	15/1%	50/3%	0/0%	0/0%	0/0%	860/58%	19/1%	60/4%	15/1%	15/1%	0/0%	4/0%	4/0%
Utilization #/%	23%	0%	8%	-1%	-3%	0%	0%	0%	-22%	-0%	-2%	-1%	-1%	0%	-0%	-0%
Technicians																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	80/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	90/45%	24/12%	0/0%	4/2%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Protective Services: Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	65/72%	0/0%	10/11%	0/0%	0/0%	0/0%	0/0%	0/0%	15/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	4/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	850/32%	0/0%	0/0%	10/0%	4/0%	0/0%	8/0%	0/0%	1,605/60%	4/0%	120/5%	35/1%	0/0%	0/0%	29/1%	0/0%
Utilization #/%																
Skilled Craft																

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
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	1,090/92 %	40/3%	4/0%	10/1%	0/0%	0/0%	4/0%	0/0%	40/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	2,090/43 %	355/7%	70/1%	20/0%	4/0%	0/0%	40/1%	30/1%	1,610/33 %	260/5%	275/6%	20/0%	45/1%	0/0%	4/0%	10/0%
Utilization #/%																

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
Professionals					✓				✓							

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: Becky Moore

Financial Officer

09-25-2020

[signature]

[title]

[date]