

CERTIFICATION

Grant Title: VOCA Grant Program - Victim Assistance
Grantee Name: Jefferson County Commission
Address: 124 E. Washington Street
Charles Town, WV 25414
Contact Person: Michelle Gordon, Finance Director
Stephanie Grove, County Administrator
Telephone #: 304-724-8425
Grant Number: 18-VA-035

CERTIFICATION of EEOP Report (EEOP on FILE)

Certification Statement:

I, Michelle Gordon, Finance Director, certify that the Jefferson County Commission has formulated an Equal Employment Opportunity Plan in accordance with 28 CFR 42.301, et seq., subpart E, that it has been signed into effect by the proper authority and disseminated to all employees, and that it is on file in the Office of the Jefferson County Commission, 124 East Washington Street, Charles Town, WV 25414, for review or audit by officials of the cognizant State planning agency or the Office for Civil Rights, Office of Justice Programs as required by relevant laws and regulations.



Michelle Gordon, Finance Director
Jefferson County Commission

04/15/2021

Date

Jefferson County Commission

Utilization Analysis

(Data as of 03/22/2021)

Data for the community labor statistics data was obtained from the website American FactFinder which contains data from the U.S. Census Bureau. This specific data which was obtained was gathered by the U.S. Census Bureau from the American Community Survey. As of March 22, 2021, the U.S. Census Bureau had not released estimated census and labor force data for the 2020 census; therefore, data was used from the survey that was conducted in 2010 and the EEO tabulations data published for 2014-2018 (5-year ACS Data). The community labor statistic (CLS) data used in the preparation of this report represents data solely for Jefferson County, WV and is listed as "CLS" on the attached chart. The Jefferson County employer data was obtained from the county's payroll system and is listed as "County" on the attached chart.

Overall totals on the attached chart do not show significant statistical variances. The final County totals show that the Commission's policy and commitment to equal opportunity employment practices are being followed by County hiring staff. Statistics showing significant under or over utilization may be evidence of employment discrimination. In summary, overall totals show that based on the available labor pool in Jefferson County, the Commission should focus on improving recruitment of white males (-5.35% under utilized). Doing so may correct the over utilization of white females (11.92% over utilized).

For the purposes of this analysis, variances greater than 10% under or over utilization will be outlined:

- *Officials/Administrators*: Based on the available labor pool in Jefferson County, the Commission should focus on improving recruitment of white females (-6.82% under utilized). Doing so may correct the over utilization of white males and Hispanic females in this category (6.36% and 10.36% over utilized respectively).
- *Professionals*: No variances exceeded 10% over or under the available labor pool in Jefferson County.
- *Technicians*: Based on the available labor pool in Jefferson County, the Commission should focus on improving recruitment of white males (-8.37% under utilized). Doing so may correct the over utilization of white females in this category (25.94% over utilized).
- *Protective Services*: No variances exceeded 10% over or under the available labor pool in Jefferson County.
- *Administrative Services*: Similar to the *Technician* category, based on the available labor pool in Jefferson County, the Commission should focus on improving recruitment of white males (-18.28% under utilized). Doing so may correct the over utilization of white females in this category (24.07% over utilized).
- *Skilled / Semi-skilled Craft*: Based on the available labor pool in Jefferson County, the Commission should focus on improving recruitment of Hispanic males and white females (-5.30% and -8.64% under utilized respectively). Doing so may correct the over utilization of white males and black males in this category (12.56% and 6.72% over utilized respectively). Lastly,
- *Service Maintenance*: Workforce numbers indicated that improvements should be made to recruit more black males and black females (-5.15% under utilized and -5.74% under utilized respectively), and less Hispanic females (16.71% over utilized).

The County will continue efforts to recruit, hire and retain a diverse base of employees at all levels. The County will continue to foster relationships with local associations, colleges and workforce groups to recruit candidates and ensure that diverse candidates are being fairly considered. The County will continue to assess whether any step in the recruitment and selection process creates a significant impact on screening out minorities and protected groups, and based on results, will consider modifying its candidate selection process.

The County will continue to seek out new opportunities to support diversity for employees interested in advancing to leadership positions.

The County will use social media to reach a broader, more diverse selection of applicants with the intent to attract more underutilized applicants. Lastly, to ensure the County is an employer of choice, the County will continue its commitment to maintaining a work environment free of illegal discriminatory behavior, including discriminatory harassment, and will take appropriate steps to eliminate such behavior.

Internal Dissemination:

- The EEO plan and utilization report will be posted on the County's intranet site, an internal electronic communication network for all employees.
- A County-wide email with a link to the reports will be sent notifying employees that the reports are available on the intranet and that a physical copy is located in human resources.
- The reports will be distributed to all Department Heads and Elected Officials.
- All employees will be notified that the County is committed to providing equal employment opportunities and that the County is actively seeking to increase the diversity of its workforce.

External Dissemination:

- The Jefferson County Equal Employment Opportunity statement and Utilization Report are posted on the County's external website, and notice is provided that the report is located in the County Administrator's office on file.
- Language is included in all job postings and advertisements of the County's ongoing commitment to providing equal employment opportunities, and diversifying its' workforce.
- The County will make every effort to notify vendors and contractors through provisions in requests for quotes or requests for proposals that the EEO Utilization report available for review.

Jefferson County WV Labor Statistics as of 3/22/2021 <small>(Source: US DOL Labor Statistics 2006-2010 Data)</small>		Male						Female					
		American						American					
		White	Hispanic	Black	Indian	Asian	Other	White	Hispanic	Black	Indian	Asian	Other
Totals													
Officials/Administrators													
County #	9	5	-	-	-	-	-	3	1	-	-	-	-
County %	4.2%	55.6%	0.0%	0.0%	0.0%	0.0%	0.0%	33.3%	11.1%	0.0%	0.0%	0.0%	0.0%
CLS #	4,645	2,285	90	115	-	20	35	1,865	35	155	-	35	10
CLS %	17.6%	49.2%	1.9%	2.5%	0.0%	0.4%	0.8%	40.2%	0.8%	3.3%	0.0%	0.8%	0.2%
Utilization %	-13.4%	6.36%	-1.94%	-2.48%	0.00%	-0.43%	-0.75%	-6.82%	10.36%	-3.34%	0.00%	-0.75%	-0.22%
Professionals													
County #	37	14	2	-	-	-	-	18	-	3	-	-	-
County %	17.2%	37.8%	5.4%	0.0%	0.0%	0.0%	0.0%	48.6%	0.0%	8.1%	0.0%	0.0%	0.0%
CLS #	6,037	2,635	185	114	-	60	105	2,580	110	85	4	95	64
CLS %	22.9%	43.6%	3.1%	1.9%	0.0%	1.0%	1.7%	42.7%	1.8%	1.4%	0.1%	1.6%	1.1%
Utilization %	-5.7%	-5.81%	2.34%	-1.89%	0.00%	-0.99%	-1.74%	5.91%	-1.82%	6.70%	-0.07%	-1.57%	-1.06%
Technicians													
County #	31	9	-	1	-	-	-	21	-	-	-	-	-
County %	14.4%	29.0%	0.0%	3.2%	0.0%	0.0%	0.0%	67.7%	0.0%	0.0%	0.0%	0.0%	0.0%
CLS #	909	340	35	40	-	4	30	380	35	35	-	10	-
CLS %	3.5%	37.4%	3.9%	4.4%	0.0%	0.4%	3.3%	41.8%	3.9%	3.9%	0.0%	1.1%	0.0%
Utilization %	11.0%	-8.37%	-3.85%	-1.17%	0.00%	-0.44%	-3.30%	25.94%	-3.85%	-3.85%	0.00%	-1.10%	0.00%
Protective Services													
<i>Prot Svcs: Sworn</i>	32	29	-	-	-	1	-	2	-	-	-	-	-
<i>Prot Svcs: Non-Sworn</i>	30	19	1	2	1	-	-	6	-	-	-	-	1
County #	62	48	1	2	1	1	-	8	-	-	-	-	1
County %	28.8%	77.4%	1.6%	3.2%	1.6%	1.6%	0.0%	12.9%	0.0%	0.0%	0.0%	0.0%	1.6%
CLS #	938	665	55	30	-	4	35	135	4	-	-	-	10
CLS %	3.6%	70.9%	5.9%	3.2%	0.0%	0.4%	3.7%	14.4%	0.4%	0.0%	0.0%	0.0%	1.1%
Utilization %	25.3%	6.52%	-4.25%	0.03%	1.61%	1.19%	-3.73%	-1.49%	-0.43%	0.00%	0.00%	0.00%	0.55%
Administrative Support													
County #	64	3	-	-	-	-	-	55	1	5	-	-	-
County %	29.8%	4.7%	0.0%	0.0%	0.0%	0.0%	0.0%	85.9%	1.6%	7.8%	0.0%	0.0%	0.0%
CLS #	3,265	750	30	35	-	20	-	2,020	165	195	-	25	25
CLS %	12.4%	23.0%	0.9%	1.1%	0.0%	0.6%	0.0%	61.9%	5.1%	6.0%	0.0%	0.8%	0.8%
Utilization %	17.4%	-18.28%	-0.92%	-1.07%	0.00%	-0.61%	0.00%	24.07%	-3.49%	1.84%	0.00%	-0.77%	-0.77%
Skilled Craft													
County #	7	6	-	1	-	-	-	-	-	-	-	-	-
County %	3.3%	85.7%	0.0%	14.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
CLS #	4,627	3,385	245	350	-	23	49	400	60	40	60	15	-
CLS %	17.6%	73.2%	5.3%	7.6%	0.0%	0.5%	1.1%	8.6%	1.3%	0.9%	1.3%	0.3%	0.0%
Utilization %	-14.3%	12.56%	-5.30%	6.72%	0.00%	-0.50%	-1.06%	-8.64%	-1.30%	-0.86%	-1.30%	-0.32%	0.00%
Service Maintenance													
County #	5	2	-	-	-	-	-	2	1	-	-	-	-
County %	2.3%	40.0%	0.0%	0.0%	0.0%	0.0%	0.0%	40.0%	20.0%	0.0%	0.0%	0.0%	0.0%
CLS #	5,925	2,010	180	305	-	90	50	2,590	195	340	40	100	25
CLS %	22.5%	33.9%	3.0%	5.1%	0.0%	1.5%	0.8%	43.7%	3.3%	5.7%	0.7%	1.7%	0.4%
Utilization %	-20.2%	6.08%	-3.04%	-5.15%	0.00%	-1.52%	-0.84%	-3.71%	16.71%	-5.74%	-0.68%	-1.69%	-0.42%
County Totals													
Total County #	215	87	3	4	1	1	-	107	3	8	-	-	1
Total County %	100.0%	40.5%	1.4%	1.9%	0.5%	0.5%	0.0%	49.8%	1.4%	3.7%	0.0%	0.0%	0.5%
Total CLS #	26,346	12,070	820	989	-	221	304	9,970	604	850	104	280	134
Total CLS %	100.0%	45.8%	3.1%	3.8%	0.0%	0.8%	1.2%	37.8%	2.3%	3.2%	0.4%	1.1%	0.5%
Utilization %	0.0%	-5.35%	-1.72%	-1.89%	0.47%	-0.37%	-1.15%	11.92%	-0.90%	0.49%	-0.39%	-1.06%	-0.04%