

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: 16-VA-096

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

05/10/2019

Date

Jefferson County Commission

Utilization Analysis

(Data as of 05/10/2019)

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 May 10, 2019, the U.S. Census Bureau had not released estimated census and labor force data for 2016-2020; therefore, data was used from the survey that was conducted in 2010 and published in 2012. The community labor statistic (CLS) data used in the preparation of this report represents data solely for Jefferson County, WV. The Jefferson County employer data was obtained from the 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 (-6.53% under utilized). Doing so may correct the over utilization of white females (10.33% 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 and black females (-3.73% and -2.43% under utilized respectively). Doing so may correct the over utilization of white males in this category (12.89% over utilized).
- *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 (-24.98% under utilized). Doing so may correct the over utilization of white females in this category (28.02% over utilized).
- *Protective Services*: Workforce numbers indicated that improvements should be made to recruit more white females (-13.81% under utilized), and more Hispanic and Asian males, at -4.44% and -5.53% underutilized respectively. Improving recruitment in those categories will reduce the County's over utilization of white males (25.93%).
- *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 (-18.10% under utilized). Doing so may correct the over utilization of white females in this category (22.86% over utilized).
- *Skilled / Semi-skilled Craft*: No variances exceeded 10% over or under the available workforce in Jefferson County. Lastly,
- *Service Maintenance*: Workforce numbers indicated that improvements should be made to recruit more black males and black females (-6.54% under utilized and -3.75% under utilized respectively), and less Hispanic females (12.79% over utilized).

To continue efforts to recruit, hire and retain a diverse base of employees at all levels, the County should 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 look for new opportunities to support women and diverse employees interested in advancing to leadership positions. Lastly, 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 EEOP 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 EEOP Utilization report available for review.

Jefferson County WV Labor Statistics as of 5/10/2019 <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	6	-	-	-	-	-	3	-	-	-	-	-
County %	4.4%	66.7%	0.0%	0.0%	0.0%	0.0%	0.0%	33.3%	0.0%	0.0%	0.0%	0.0%	0.0%
CLS #	3,710	1,995	65	75	15	14	21	1,375	60	90	-	-	-
CLS %	15.3%	53.8%	1.8%	2.0%	0.4%	0.4%	0.6%	37.1%	1.6%	2.4%	0.0%	0.0%	0.0%
Utilization %	-10.9%	12.89%	-1.75%	-2.02%	-0.40%	-0.38%	-0.57%	-3.73%	-1.62%	-2.43%	0.00%	0.00%	0.00%
Professionals													
County #	29	15	-	-	-	-	-	12	-	2	-	-	-
County %	14.2%	51.7%	0.0%	0.0%	0.0%	0.0%	0.0%	41.4%	0.0%	6.9%	0.0%	0.0%	0.0%
CLS #	5,010	2,310	214	44	-	19	8	2,225	20	125	-	45	-
CLS %	20.7%	46.1%	4.3%	0.9%	0.0%	0.4%	0.2%	44.4%	0.4%	2.5%	0.0%	0.9%	0.0%
Utilization %	-6.5%	5.62%	-4.27%	-0.88%	0.00%	-0.38%	-0.16%	-3.03%	-0.40%	4.40%	0.00%	-0.90%	0.00%
Technicians													
County #	25	6	1	-	-	-	-	18	-	-	-	-	-
County %	12.3%	24.0%	4.0%	0.0%	0.0%	0.0%	0.0%	72.0%	0.0%	0.0%	0.0%	0.0%	0.0%
CLS #	980	480	4	15	-	-	-	431	15	-	-	35	-
CLS %	4.0%	49.0%	0.4%	1.5%	0.0%	0.0%	0.0%	44.0%	1.5%	0.0%	0.0%	3.6%	0.0%
Utilization %	8.2%	-24.98%	3.59%	-1.53%	0.00%	0.00%	0.00%	28.02%	-1.53%	0.00%	0.00%	-3.57%	0.00%
Protective Services													
<i>Prot Svcs: Sworn</i>	33	30	1	-	-	1	-	1	-	-	-	-	-
<i>Prot Svcs: Non-Sworn</i>	26	18	1	3	-	-	-	4	-	-	-	-	-
County #	59	48	2	3	-	1	-	5	-	-	-	-	-
County %	28.9%	81.4%	3.4%	5.1%	0.0%	1.7%	0.0%	8.5%	0.0%	0.0%	0.0%	0.0%	0.0%
CLS #	830	460	65	50	-	60	-	185	-	-	-	10	-
CLS %	3.4%	55.4%	7.8%	6.0%	0.0%	7.2%	0.0%	22.3%	0.0%	0.0%	0.0%	1.2%	0.0%
Utilization %	25.5%	25.93%	-4.44%	-0.94%	0.00%	-5.53%	0.00%	-13.81%	0.00%	0.00%	0.00%	-1.20%	0.00%
Administrative Support													
County #	69	2	-	-	-	-	-	59	2	6	-	-	-
County %	33.8%	2.9%	0.0%	0.0%	0.0%	0.0%	0.0%	85.5%	2.9%	8.7%	0.0%	0.0%	0.0%
CLS #	4,190	880	35	90	-	65	-	2,625	110	235	-	150	-
CLS %	17.3%	21.0%	0.8%	2.1%	0.0%	1.6%	0.0%	62.6%	2.6%	5.6%	0.0%	3.6%	0.0%
Utilization %	16.5%	-18.10%	-0.84%	-2.15%	0.00%	-1.55%	0.00%	22.86%	0.27%	3.09%	0.00%	-3.58%	0.00%
Skilled Craft													
County #	7	6	-	1	-	-	-	-	-	-	-	-	-
County %	3.4%	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 #	5,360	4,300	140	300	-	50	30	470	-	50	-	10	10
CLS %	22.1%	80.2%	2.6%	5.6%	0.0%	0.9%	0.6%	8.8%	0.0%	0.9%	0.0%	0.2%	0.2%
Utilization %	-18.7%	5.49%	-2.61%	8.69%	0.00%	-0.93%	-0.56%	-8.77%	0.00%	-0.93%	0.00%	-0.19%	-0.19%
Service Maintenance													
County #	6	2	-	-	-	-	-	3	1	-	-	-	-
County %	2.9%	33.3%	0.0%	0.0%	0.0%	0.0%	0.0%	50.0%	16.7%	0.0%	0.0%	0.0%	0.0%
CLS #	4,130	1,250	89	270	-	19	-	2,055	160	155	-	115	17
CLS %	17.1%	30.3%	2.2%	6.5%	0.0%	0.5%	0.0%	49.8%	3.9%	3.8%	0.0%	2.8%	0.4%
Utilization %	-14.1%	3.07%	-2.15%	-6.54%	0.00%	-0.46%	0.00%	0.24%	12.79%	-3.75%	0.00%	-2.78%	-0.41%
County Totals													
Total County #	204	85	3	4	-	1	-	100	3	8	-	-	-
Total County %	100.0%	41.7%	1.5%	2.0%	0.0%	0.5%	0.0%	49.0%	1.5%	3.9%	0.0%	0.0%	0.0%
Total CLS #	24,210	11,675	612	844	15	227	59	9,366	365	655	-	365	27
Total CLS %	100.0%	48.2%	2.5%	3.5%	0.1%	0.9%	0.2%	38.7%	1.5%	2.7%	0.0%	1.5%	0.1%
Utilization %	0.0%	-6.56%	-1.06%	-1.53%	-0.06%	-0.45%	-0.24%	10.33%	-0.04%	1.22%	0.00%	-1.51%	-0.11%