

# EEO Utilization Report

## Organization Information

Name: New Hanover County

City: Wilmington

State: NC

Zip: 28403

Type: County/Municipal Government (not law enforcement)

## **Step 1: Introductory Information**

### **Policy Statement:**

The County will recruit for and select individuals for employment or promotion on the basis of qualifications relative to the position vacancies being filled without regard to race, sex, color, religion, national origin, age or disability. The Human Resources Department periodically reviews hiring qualifications to ensure that requirements conform to the actual job performance requirements and are consistently administered.

## Step 4b: Narrative of Interpretation

The Countys Human Resources Department reviewed the Utilization Analysis Chart and noted the following areas having two or more standard deviations, based on the data comparisons provided and required to be used in the EEO reporting:

1. Professional job category has -6% white males
2. Technicians job category has -25% white females
3. Protective services sworn job category has -5% black or African American males and -1% American Indian or Alaska Native males
4. Administrative support job category has -18% white males and -1% two or more races females
5. Skilled Craft job category has -14% Hispanic or Latino males
6. Services/maintenance job category has -19% white females

The Countys Human Resources Department compared its workforce demographics to the demographic population of New Hanover County, according to the US Census Bureau. Its workforce has an equitable or higher representation across the enterprise in some race and ethnicity groups when compared to the population.

We have already led the way through hiring policy changes to remove bias during the selection process, in comparison to other units in the State. We believe this is why we have done better than some of the benchmark information.

## Step 5: Objectives and Steps

### 1. Refer diverse groups of qualified applicants, in each category, that are representative of the civilian labor force.

- a. The Human Resources Department will review the EEO statistics of applicants referred for interviews, in order to determine which minority groups of qualified applicants, if any, are underrepresented.
- b. The Human Resources Department will resolve deficiencies, if any, identified in Step a.

### 2. Obtain diverse groups of applicants, in each job category, that represents the civilian labor force.

- a. The Human Resources Department will analyze the EEO statistics from applications received, in order to determine which minority groups are underrepresented in each category.
- b. Based on the data obtained from Step a., the Human Resources Department may determine a plan of action that includes increasing the number of underrepresented minority applicants through various advertising venues.

### 3. Hire diverse groups, in each category, that are representative of the civilian labor force.

- a. The Human Resources Department will continue to develop strategies to remove bias during the selection process of qualified candidates.
- b. The Human Resources Department will review the EEO statistics of applicants hired, as well as the reasons for department representatives rejecting qualified applicants from diverse groups.
- c. If the selection criteria analyzed in Step a. and b. shows any deficiencies, the Human Resources Department will carefully monitor departments identified as having deficiencies in that area and provide training related to the importance of having a diverse employee population that is representative of the civilian labor force.

## Step 6: Internal Dissemination

1. The County will post the EEO Short Form on the Countys internal website, which is available to all County employees.
2. The County will keep a copy on display in the reception area of the Finance Department.

## Step 7: External Dissemination

1. The Human Resources Department has a written statement in all job announcements of its equal opportunity practices.
2. The EEOP Short Form will be posted on the Countys external web site to be available to the public.
3. The County will keep a copy of the EEOP Short Form on display in the reception area of the Finance Department.

**Utilization Analysis Chart**  
**Relevant Labor Market: New Hanover County, North Carolina**

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 #/%	60/49%	2/2%	2/2%	0/0%	0/0%	0/0%	0/0%	2/2%	47/38%	0/0%	8/7%	2/2%	0/0%	0/0%	0/0%	0/0%
CLS #/%	7,430/55%	225/2%	235/2%	10/0%	65/0%	0/0%	75/1%	15/0%	4,890/36%	80/1%	410/3%	15/0%	0/0%	0/0%	20/0%	0/0%
Utilization #/%	-6%	-0%	-0%	-0%	-0%	0%	-1%	2%	2%	-1%	3%	2%	0%	0%	-0%	0%
<b>Professionals</b>																
Workforce #/%	139/30%	2/0%	11/2%	1/0%	1/0%	0/0%	0/0%	1/0%	239/52%	4/1%	56/12%	3/1%	2/0%	0/0%	0/0%	1/0%
CLS #/%	7,465/37%	200/1%	485/2%	0/0%	205/1%	0/0%	20/0%	45/0%	10,570/52%	205/1%	895/4%	35/0%	130/1%	0/0%	69/0%	40/0%
Utilization #/%	-6%	-1%	0%	0%	-1%	0%	-0%	-0%	0%	-0%	8%	0%	-0%	0%	-0%	0%
<b>Technicians</b>																
Workforce #/%	48/55%	2/2%	7/8%	1/1%	0/0%	0/0%	0/0%	1/1%	26/30%	0/0%	2/2%	0/0%	0/0%	0/0%	0/0%	1/1%
CLS #/%	1,275/33%	0/0%	135/3%	0/0%	0/0%	0/0%	30/1%	0/0%	2,145/55%	40/1%	250/6%	0/0%	0/0%	0/0%	15/0%	15/0%
Utilization #/%	22%	2%	4%	1%	0%	0%	-1%	1%	-25%	-1%	-4%	0%	0%	0%	-0%	1%
<b>Protective Services: Sworn</b>																
Workforce #/%	323/69%	9/2%	34/7%	1/0%	3/1%	0/0%	0/0%	1/0%	74/16%	6/1%	17/4%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,405/72%	10/1%	245/12%	25/1%	0/0%	0/0%	0/0%	15/1%	220/11%	0/0%	45/2%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-2%	1%	-5%	-1%	1%	0%	0%	-1%	5%	1%	1%	0%	0%	0%	0%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	50/42%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	70/58%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Administrative Support</b>																
Workforce #/%	46/9%	1/0%	12/2%	1/0%	0/0%	0/0%	0/0%	1/0%	273/55%	24/5%	125/25%	2/0%	3/1%	0/0%	0/0%	4/1%
CLS #/%	8,690/28%	270/1%	935/3%	25/0%	115/0%	0/0%	125/0%	0/0%	17,300/55%	380/1%	2,775/9%	110/0%	265/1%	40/0%	265/1%	60/0%

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 #/%	-18%	-1%	-1%	0%	-0%	0%	-0%	0%	0%	4%	17%	0%	-0%	-0%	-1%	1%
<b>Skilled Craft</b>																
Workforce #/%	32/73%	0/0%	12/27%	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 #/%	8,320/69%	1,655/14%	1,390/11%	70/1%	10/0%	0/0%	45/0%	35/0%	425/4%	15/0%	145/1%	20/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	4%	-14%	16%	-1%	-0%	0%	-0%	-0%	-4%	-0%	-1%	-0%	0%	0%	0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	45/46%	2/2%	21/22%	0/0%	0/0%	0/0%	0/0%	1/1%	10/10%	2/2%	16/16%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	11,385/38%	1,445/5%	3,395/11%	170/1%	255/1%	0/0%	115/0%	25/0%	8,920/30%	905/3%	3,175/11%	10/0%	260/1%	15/0%	100/0%	50/0%
Utilization #/%	9%	-3%	10%	-1%	-1%	0%	-0%	1%	-19%	-1%	6%	-0%	-1%	-0%	-0%	-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
<b>Professionals</b>	✓															
<b>Technicians</b>									✓							
<b>Protective Services: Sworn</b>			✓	✓												
<b>Administrative Support</b>	✓														✓	
<b>Skilled Craft</b>		✓														
<b>Service/Maintenance</b>									✓							

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: Mark Francolini

Chief Human Resources Officer

11-13-2020

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