

Summit County Equal Employment Opportunity Plan

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Grant Number: Multiple Grants
Award Amounts: Multiple Award Amounts
Grantee Name: Summit County
60 North Main
Coalville, UT 84017

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Policy Statement

It is the policy of Summit County, Utah to provide equal employment opportunity in County government for all persons; to prohibit discrimination in employment on the basis of race, creed, color, sex, national origin, religion, age, marital status or disability; and to promote the full utilization of all incumbent employees of the County. Summit County will follow this policy in recruitment, hiring, promotion into all classifications, compensation, benefits, transfers and educational leave.

It is not the intent of this policy to permit or require the lowering of bona fide job requirements or qualifications standards to give preference to any employee or applicant for employment; however, we will take positive measures in accordance with the prevailing Federal and State of Utah laws to recruit minorities, females and persons with disabilities to all levels of county government.

Any employee of Summit County who fails to comply with this policy is subject to appropriate disciplinary action.

Utilization Analysis Narrative

A comparison of Summit County's workforce to the community labor statistics for the County indicates underutilization of women and minorities in some areas. Community statistics show that Hispanic, Asian/Pacific Islander, American Indian/Alaska Native, Black and individuals of Non Hispanic Origin consist of 13% of the labor market. Although, individually, some of these populations are small, Summit County welcomes the opportunity to increase its utilization of individuals in all ethnic backgrounds, both males and females. The Hispanic or Latino of any race consists of 11% of the County's population. No other ethnic background or race represent more than 1% of the population.

The County has identified the following areas of concern: Hispanic males are underutilized in all categories, Hispanic females are also underutilized in all categories. Women, in general, are underutilized in the Officials/Administrators, Professional, Technicians, Protective Service and Service Maintenance categories.

Ethnicity surveys were not returned by six employees, so they are not reflected in the County's hard number analysis.

Objectives

Summit County is committed to making its workforce profile more closely reflect the labor force in the community. Based on the results of the underutilization analysis, Summit County has established the following objectives:

- While the County has continues to improve in its employment of Hispanics, Hispanics continue to be underutilized in Official and Administrators, Professionals, Technicians, Protective Service Workers, Para-professionals, Administrative Support, Skilled Craft Workers and Service-Maintenance job categories. It continues to be our goal to increase representation by evaluating our promotional and recruitment practices to ensure this group receives equal opportunity to secure employment.
- Summit County will continue to attempt to recruit qualified male and female Hispanics in the above mentioned categories.
- Females are underutilized in the Officials/Administrators, Professional, Technicians, Protective Service and Service Maintenance categories, it is the County's goal to increase representation by trying to attract female applicants for these positions.

Steps to Achieve Objectives

The following steps will be taken to address the underutilization of Hispanics and females in the County's workforce. The County will:

- Target recruiting sworn officers who have either retired or laid off from other Public Safety jurisdictions.
- Explore the possibility of female only recruitments for sworn officers.
- Locate and advertise employment opportunities in local Hispanic newspapers.
- Continue to provide county sponsored departmental diversity training.
- Have Personnel staff attend training on diversity recruiting and strategies.
- Continue to provide opportunities for employees in all job classifications to upgrade their skills and improve their career opportunities through the County's training Academy.
- Continue to send position openings to Workforce Services.
- Review recruitment and retention efforts and apply information derived from exit interviews to efforts to improve retention.
- Continue to explore new methods to recruit employees.
- Review and update annually the County's recruitment methods, practices and policies to promote equal employment opportunity through recruitment efforts.
- Monitor recruitment policies and procedures to determine if recruitment efforts are enabling the County to meet and maintain Hispanic and female recruitment and employment objectives.
- Look into attending job fairs that target Hispanics and women.
- Provide EEO training to supervisors on EEO policies, processes, documentation, interview processes and employment requirements.

Dissemination

Designate an individual from Personnel to implement the Equal Employment Opportunity Program for Summit County.

External

- We will continue to include the statement "We are an equal opportunity employer" on all position announcements and "EEO" on all employment ads.
- We will include the statement, "Equal Opportunity Employer, women, minorities and the disabled are encouraged to apply" on jobs posted on the County's website.
- We will post the county's EEO plan on the website.
- We will annually inform recruiting sources in writing of the EEO Plan and commitment.

Internal

- We will annually email a statement to County employees advising the availability of the EEO plan.
- We will post the EEO plan on the County's intranet.
- We will annually meet with the County's Management Team to distribute the EEO plan and ensure they are familiar with the EEO plan's objectives.