

# EEOP Short Form

## EEO Utilization Report

### Organization Information

Name: Levy County Commission

City: Bronson

State: FL

Zip: 32621

Type: County/Municipal Government (not law enforcement)

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## **Step 1: Introductory Information**

### **Policy Statement:**

The Levy County Board of County Commissioners is committed to the concept of Equal Opportunity Employment as a necessary element to the basic merit system in regard to the hiring and/or promoting of minorities, females and/or under-represented groups within the organization. This commitment will be supported by positive practical efforts to insure fair employment for the racial minority and employment disadvantages in both securing employment and in promotional opportunities at job levels. An Affirmative Action Plan has been in place since December 4, 1990, and the commitment of the plan and this Equal Employment Plan will extend beyond the update period.

The members of the Levy County Board of County Commissioners are dedicated to enhancing the quality of life of all persons in Levy County. Board members and county administrative staff view conducting day to day operations of county government as a vehicle for accomplishing this goal. Our efforts, in promoting the quality of life and well-being of our citizens are dependent upon a cohesive relationship between Levy County Commissioners and the community they serve. In order to achieve the maximum benefits of this liaison, the Board must understand the ethnic diversity of our county, as well as the cultural practices germane to the individual racial and religious groups. This can best be realized by expanding the ethnic, racial and gender make-up of the Board's workforce.

This is not a new concept in the hiring practices of the Levy County Commission. Our equal opportunity efforts, as affirmed in our Affirmative Action Plan, have been geared to attract multi cultural candidates for employment with the Board. This is evident in the continual reformation of our work force since the mid 1980's.

Recognizing our responsibility to expand our recruitment activity in the hiring of minorities and females, we present the Levy County Board of County Commissioners' Equal Opportunity Plan.

## **Step 4b: Narrative of Interpretation**

The Human Resource Office reviewed the Utilization Analysis comparing the County's workforce to the relevant labor market, and noted the following:

Hispanic or Latino and White females were under-utilized in the Technician category.

White males were under-utilized in the Administrative Support category.

While the Board has made strong efforts to recruit and retain minority personnel, it would seem evident that we need to continue to increase our efforts in certain job categories. We will continue striving to improve the number of minorities represented in all job categories.

## **Step 5: Objectives and Steps**

### **1. Encourage White males to apply for vacancies in the Administrative Support category.**

a. a. The Human Resource Office will improve efforts that target White male applicants in the Administrative Support category. Levy County will continue working with Citrus Levy Marion Career Source Agency in recruiting applicants for vacant positions. We will increase outreach efforts and actively recruit applicants from local colleges, local technical schools, establish a presence at local job fairs.

b. Vacancies for all position will be prominently posted throughout the Levy County Courthouse offices, departmental offices, county website, and Career Source Agency.

### **2. Encourage Hispanic or Latino and White females to apply for vacancies in the Technicians category.**

a. a. If grant monies are available and if they are awarded, Levy County will purchase highway bulletin boards inviting everyone to apply for Technician positions.

b. The Human Resource Office will improve outreach efforts that target Hispanic or Latino and White females in the Technician category. Levy County will continue working with the Citrus Levy Marion Career Source Agency in recruiting applicants for vacant positions. We will increase outreach efforts and actively recruit applicants from local colleges, local technical schools, establish a presence at local job fairs.

c. Vacancies for all positions will be prominently posted throughout the Levy County Courthouse offices, department offices, county website, and Career Source Agency.

## **Step 6: Internal Dissemination**

1. At each County job site and office, the Human Resource Office will post a written notice on the bulletin boards that employees regularly check, providing information on how employees can obtain a copy of the EEOP Short Form.

2. The Human Resource Office will keep bound copies of the EEOP Short Form on display in the County Commission Office at the Courthouse.

## **Step 7: External Dissemination**

1. The County's Human Resource Office will post on its public website a PDF file of the EEOP Short Form that any user may access and download.

2. A notice will be posted at the County Commission Procurement Office notifying all vendors and contractors that they may obtain a copy of the County's EEOP Short Form on request.

3. The Human Resource Office will send 10 bound copies of the EEOP Short Form to the County Public Library so that two copies may be put on display in the reading rooms of each of the five libraries throughout the County.



**Utilization Analysis Chart  
Relevant Labor Market: Levy County, Florida**

Job Categories	Male										Female																																																																																																																																																																																																																																																																																																																																																																																																																																														
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<b>Non-Sworn</b>																	Workforce #/%	0/0%	0/0%	10/59%	0/0%	0/0%	0/0%	0/0%	0/0%	6/35%	0/0%	0/0%	0/0%	1/6%	0/0%	0/0%	0/0%	Civilian Labor Force #/%	10/25%	0/0%	10/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	20/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	Utilization #/%	-25%	0%	34%	0%	0%	0%	0%	0%	35%	-50%	0%	0%	6%	0%	0%	0%	<b>Administrative Support</b>																	Workforce #/%	5/10%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	40/80%	0/0%	3/6%	0/0%	1/2%	0/0%	0/0%	0/0%	CLS #/%	715/25%	10/0%	105/4%	0/0%	20/1%	0/0%	0/0%	0/0%	1,905/66%	50/2%	100/3%	0/0%	0/0%	0/0%	0/0%	0/0%	Utilization #/%	-15%	-0%	-2%	0%	-1%	0%	0%	0%	14%	-2%	3%	0%	2%	0%	0%	0%	<b>Skilled Craft</b>																																																																																																																																																																																																																																																																																																																	
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Civilian Labor Force #/%	10/25%	0/0%	10/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	20/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%																																																																																																																																																																																																																																																																																																																																																																																																																																									
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<b>Administrative Support</b>																	Workforce #/%	5/10%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	40/80%	0/0%	3/6%	0/0%	1/2%	0/0%	0/0%	0/0%	CLS #/%	715/25%	10/0%	105/4%	0/0%	20/1%	0/0%	0/0%	0/0%	1,905/66%	50/2%	100/3%	0/0%	0/0%	0/0%	0/0%	0/0%	Utilization #/%	-15%	-0%	-2%	0%	-1%	0%	0%	0%	14%	-2%	3%	0%	2%	0%	0%	0%	<b>Skilled Craft</b>																																																																																																																																																																																																																																																																																																																																																																																					
Workforce #/%	5/10%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	40/80%	0/0%	3/6%	0/0%	1/2%	0/0%	0/0%	0/0%																																																																																																																																																																																																																																																																																																																																																																																																																																									
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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 #/%	53/91%	0/0%	4/7%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%				
CLS #/%	1,165/94%	20/2%	0/0%	0/0%	0/0%	0/0%	0/0%	60/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%				
Utilization #/%	-2%	-2%	7%	0%	0%	0%	0%	-3%	0%	0%	0%	0%	0%	0%	0%	0%				
<b>Service/Maintenance</b>																				
Workforce #/%	15/54%	2/7%	4/14%	0/0%	0/0%	0/0%	0/0%	6/21%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%				
CLS #/%	1,615/47%	265/8%	120/4%	0/0%	0/0%	0/0%	35/1%	1,065/31%	140/4%	160/5%	0/0%	0/0%	0/0%	4/0%	0/0%	0/0%				
Utilization #/%	6%	-1%	11%	0%	0%	0%	-1%	-10%	-1%	-5%	0%	0%	0%	-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
Technicians									✓	✓						
Administrative Support	✓															

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.

Jacqueline Martin Human Resource Manager 9.11.18  
[signature] [title] [date]