

EEO Utilization Report

Organization Information

Name: Forsyth County Government

City: Winston Salem

State: NC

Zip: 27101

Type: County/Municipal Law Enforcement

Fri 12-29-2023

Step 1: Introductory Information

Policy Statement:

Forsyth County Government is committed to providing Equal Employment Opportunity (EEO) to all qualified persons regardless of race, color, religion, gender, national origin, age, disability or political affiliation. All employment and personnel policies and practices including recruiting, hiring, promotions, transfers, training, compensation, benefits, reductions-in-force, terminations and tuition assistance will be administered in a non-discriminatory manner consistent with EEO principles. The County is committed to complying with all applicable federal, state and local civil rights laws that pertain to employment.

Step 4b: Narrative of Interpretation

The County's Human Resources Department reviewed the utilization analysis, comparing the County's workforce to the relevant labor market and noted the following:

1. The most significant levels of underutilization in Forsyth County are Hispanic or Latino males in the Skilled Craft job category (-28%) and White females in the Protective Services Non-Sworn job category (-20%).
2. White males were under-represented in the Administrative Support (-12%), Professionals job categories (-15%), and Officials (-6%).
3. Hispanic males were under-represented Skilled Craft (-28%), Service/Maintenance (-9%), Protective Services Non-Sworn (-7%) categories. There was under-representation in all other categories of -3% or less.
4. Black males were under-represented in the Officials/Administrators (-10%), Technicians (-9%), Skilled Craft (-8%), Protective Services Sworn (-8%), Protective Services Non-Sworn (-6%). Under-representation in the categories of Administrative Support and Skilled Craft were -2%.
5. White females were under-represented in Protective Services Non Sworn (-20%), Services/Maintenance (-13%), and -7% respectively in the Administrative Support, Officials/Administrators, and Professionals categories. Slight under-representation in Skilled Craft (-3%) was noted.
6. Black females were under-represented in the Technicians (-8%). Black females were -1% under-represented in the Services/Maintenance category.

Step 5: Objectives and Steps

1. **To encourage White Males and White Females to apply for vacancies in the Administrative Support job category.**
 - a. The Human Resources department will identify which County jobs fall within the category to assist in identifying recruitment sources for these jobs.
 - b. The Human Resources department will create a recruitment action plan that will broaden outreach for vacancies in the job category to include online job boards, job fairs, local educational institutions, and the Employment Security Commission.
2. **To encourage White Males, Black or African American Males, and White Females to apply for vacancies in the Officials/Administrators job category**
 - a. The Human Resources department will make the management of affected departments aware of this under-representation and will seek to enhance outreach efforts that attract white males and females, and African American males in this job category through job fairs, trade associations, professional journals and sites, educational institutions, Employment Security Commission and other employment training institutions.
3. **To encourage White Males and White Females to apply for vacancies in the Professionals job category.**
 - a. Human Resources will continue to offer diversity training for supervisors to make them more aware of the need for our workforce to reflect the demographics of our labor pool.
 - b. The Human Resources department will conduct a more detailed workforce analysis to identify which particular County departments represent significant under-utilization in this job category. The workforce analysis may include interviews with employees as well as department managers. Based on the findings, a recruitment action plan will be developed.
 - c. The Human Resources department will make the management of affected departments aware of this under-representation and will seek to enhance outreach efforts through job fairs, trade associations, professional journals and sites, educational institutions, the Employment Security Commission and employment training institutions.
4. **To encourage Hispanic or Latino Males, Black or African American Males, and White Females to apply for vacancies in the Protective Services Non-Sworn job category.**
 - a. Human Resources will continue to offer diversity training for supervisors to make them aware of the need for our workforce to reflect the demographics of our labor pool.

- b. The Human Resources department may conduct a workforce analysis which may include interviews with current employees and department management. In addition, Human Resources will discuss these findings with the recruitment staff with the affected department. Based on the findings, a recruitment action plan will be developed.

5. To encourage Black or African American Males to apply for vacancies in the Sworn Protective Services job category.

- a. The Human Resources department may conduct a workforce analysis which may include interviews with current employees and department management. In addition, Human Resources will discuss these findings with the recruitment staff with the affected department. Based on the findings, a recruitment action plan will be developed.
- b. The Human Resources department will seek to enhance outreach efforts that target Black or African American males through job fairs, trade associations, professional journals, minority educational institutions, minority targeted media outlets, the Employment Security Commission and employment training institutions.
- c. Human Resources will continue to offer diversity training for supervisors to ensure they are aware of the need for our workforce to reflect the demographics of our labor pool.

6. To encourage Hispanic or Latino Males, Black or African American Males, White Females, and Hispanic or Latino Females to apply for vacancies in the Services /Maintenance job category.

- a. The Human Resources department will make the management of affected departments aware of this under-representation and will seek to enhance outreach efforts that attract Hispanic or Latino Males, Black or African American Males, White Females, and Hispanic or Latino Females in this job category through job fairs, trade associations, professional journals and sites, educational institutions, Employment Security Commission and other employment training institutions.

7. To encourage Hispanic or Latino males to apply for vacancies in the Skilled Craft job category.

- a. The Human Resources department will continue to offer diversity training for supervisors to make them more aware of the need for our workforce to reflect the demographics of our labor pool.
- b. The Human Resources department will conduct a more detailed workforce analysis to identify which particular divisions and departments represent the most significant under-utilization of Hispanic or Latino males in this job category. The workforce analysis may include interviews with both employees and department management. Based on the findings, a recruitment action plan will be developed.
- c. The Human Resources department will make the management of the affected departments aware of this under-representation and will seek to enhance outreach efforts that target Hispanic or Latino males in this job category through job fairs, trade associations, minority educational institutions, minority targeted media outlets, the Employment Security Commission and employment training institutions.

8. To encourage Black or African American Males and Black or African American Females to apply for vacancies in the Technicians job category.

- a. Human Resources may interview affected department managers to make them aware of the under-representation and jointly identify solutions. Based on the findings, a recruitment action plan will be developed.

Step 6: Internal Dissemination

1. Once the EEOP Short Form is accepted, the Human Resources department will post a copy on the County's intranet site (FCNet). Human Resources will also inform new employees aware during New Employee Orientation.
2. The Human Resources department will include a written notice in the Employee Handbook explaining how employees may view and/or obtain a copy of the County's EEOP Short Form.
3. The Human Resources department will provide an updated bound copy of the EEOP Short Form on display in the reception area of Human Resources for access by employees and the general public.
4. During management diversity training, the EEOP will be discussed as well as related demographic data and underrepresented areas.

Step 7: External Dissemination

1. The Human Resources department will post a copy on the County's internet site www.forsyth.cc for the public to review.
2. The Human Resources department will provide a bound copy of the updated EEOP Short Form to be put on display in the reception area of Human Resources for access by employees and the general public.
3. The Human Resources Department will send bound copies of the County's EEOP Short Form to each of the library branches to be put on display in their respective reading areas.

Utilization Analysis Chart
Relevant Labor Market: Forsyth County, North Carolina

12/29/2023

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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or more Races
Administrative Support														
Workforce #/%	61/11%	5/1%	33/6%	0/0%	1/0%	0/0%	0/0%	180/31%	41/7%	241/42%	2/0%	5/1%	0/0%	6/1%
CLS (2023) #/%	9025/22.8%	1040/2.6%	3140/7.9%	4/0%	305/0.8%	0/0%	%	15140/38.2%	1885/4.8%	7965/20.1%	75/0.2%	420/1.1%	30/0.1%	%
Utilization #/%	-12	-2	-2	0	-1	0		-7	2	22	0	-0	-0	
Officials/Administrators														
Workforce #/%	39/39%	0/0%	6/6%	0/0%	1/1%	0/0%	0/0%	24/24%	4/4%	22/22%	0/0%	1/1%	0/0%	2/2%
CLS (2023) #/%	11100/45%	650/2.6%	1325/16.1%	15/0.1%	340/1.4%	4/0%	%	7630/30.9%	445/1.8%	2655/10.8%	25/0.1%	230/0.9%	0/0%	%
Utilization #/%	-6	-3	-10	-0	-0	0		-7	2	11	-0	0	0	
Professionals														
Workforce #/%	84/19%	3/1%	29/6%	0/0%	2/0%	0/0%	1/0%	155/34%	18/4%	155/34%	0/0%	2/0%	0/0%	5/1%
CLS (2023) #/%	12825/33.6%	500/1.3%	1845/4.8%	0/0%	925/2.4%	0/0%	%	15670/41%	875/2.3%	4365/11.4%	4/0%	625/1.6%	0/0%	%
Utilization #/%	-15	-1	2	0	-2	0		-7	2	23	0	-1	0	
Protective Services: Non Sworn														
Workforce #/%	27/55%	0/0%	2/4%	0/0%	1/2%	0/0%	1/2%	4/8%	1/2%	13/27%	0/0%	0/0%	0/0%	0/0%
CLS (2023) #/%	145/48.3%	20/6.7%	30/10%	4/0%	305/0.8%	0/0%	%	85/28.3%	0/0%	15/5%	0/0%	0/0%	0/0%	%
Utilization #/%	7	-7	-6	0	1	0		-20	2	22	0	0	0	
Protective Services: Sworn														
Workforce #/%	232/54%	12/3%	70/16%	1/0%	3/1%	0/0%	5/1%	53/12%	4/1%	46/11%	0/0%	0/0%	0/0%	4/1%
CLS (2023) #/%	1540/55.2%	135/4.8%	690/24.7%	0/0%	20/0.7%	0/0%	%	195/7%	0/0%	185/6.6%	0/0%	0/0%	0/0%	%
Utilization #/%	-1	-2	-8	0	-0	0		5	1	4	0	0	0	
Services/Maintenance														
Workforce #/%	90/57%	2/1%	18/11%	0/0%	1/1%	1/1%	2/1%	17/11%	3/2%	22/14%	0/0%	0/0%	0/0%	2/1%
CLS (2023) #/%	10690/24.2%	4480/10.2%	8660/19.6%	45/0.1%	320/0.7%	4/0%	%	8615/24.2%	3275/10.2%	6785/15.4%	10/0.1%	410/0.9%	4/0%	%
Utilization #/%	33	-9	-8	-0	-0	1		-13	-8	-1	-0	-1	0	
Skilled Craft														
Workforce #/%	42/88%	0/0%	5/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%
CLS (2023) #/%	5895/48.2%	3385/27.7%	1480/12.1%	110/0.9%	160/1.3%	0/0%	%	345/2.8%	245/2%	300/2.5%	0/0%	10/0.1%	0/0%	%
Utilization #/%	39	-28	-2	-1	-1	0		-3	-2	-0	0	-0	0	
Technicians														
Workforce #/%	82/41%	9/4%	8/4%	0/0%	0/0%	0/0%	5/2%	65/32%	8/4%	17/8%	0/0%	2/1%	0/0%	6/3%
CLS (2023) #/%	4455/27.2%	1270/7.8%	2090/12.8%	10/0.1%	270/1.7%	0/0%	%	4290/26.2%	930/5.7%	2630/16.1%	10/0.1%	110/0.7%	0/0%	%
Utilization #/%	13	-3	-9	-0	-2	0		6	-2	-8	-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
Officials/Administrator			V													
Professionals	V															
Technicians																
Protective Services: Sworn-Patrol Officers																
Protective Services: Non-sworn									V							
Administrative Support																
Skilled Craft		V														
Service/Maintenance									V							

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: Shannon Hutchins

Human Resources Director

12/29/2023

[signature]

[title]

[date]