

EEO Utilization Report

Organization Information

Name: Forsyth County Government

City: Winston Salem

State: NC

Zip: 27101

Type: County/Municipal Law Enforcement

December 31, 2021

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. White males were under-represented in the Professionals, Administrative Support, Protective Services: Non-Sworn job categories.
2. Hispanic males were under-represented in the Officials, Professionals, Technicians, Protective Services: Sworn and Non-Sworn, Administrative Support, and Skilled Craft and, Service and Maintenance job categories.
3. Black males were under-represented in the Administrative Support, Technicians, Protective Services: Sworn, Skilled Craft, and Service and Maintenance job categories
4. Asian males were under-represented in the Professionals, Technicians, Protective Services: Sworn, Administrative Support, and Skilled Craft job categories.
5. American Indian males were under-represented in the Officials, Professionals, and Skilled Craft job categories.
6. White females were under-represented in the Protective Services: Non-Sworn, Administrative Support and Service/Maintenance job categories.
7. Hispanic females were under-represented in Technicians, Skilled Craft, and Service and Maintenance job categories.
8. Black females were under-represented in the Technicians, Skilled Craft, and Service and Maintenance job categories.
9. Asian females were under-represented in the Skilled Craft job category.
10. American Indian females were under-represented in the Officials, Professionals, Administrative Support, and Services and Maintenance job categories.

Step 5: Objectives and Steps

1. Encourage Hispanic or Latino and Black or African American males, as well as females of all races to apply for vacancies in the Service/Maintenance job category.

- a. Human Resources will conduct a workforce analysis and develop a recruitment action plan.
- b. Human Resources will make the affected departments aware of the under-representation and will enhance efforts to target minorities in this category through job fairs, trade associations, educational institutions, targeted media outlets, NCWorks, and employment training institutions.
- c. 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.

2. Encourage Hispanic or Latino, Black or African American, and Asian males and females, as well as American Indian males to apply for vacancies in the Skilled Craft job category.

- a. Human Resources will make the management of the affected departments aware of this under-representation and seek to enhance outreach efforts that target minorities in this job category through targeted media outlets, minority educational institutions, job fairs, trade associations, and the Employment Security Commission.
- b. Human Resources will conduct a detailed workforce analysis and work with the affected department management to develop a recruitment action plan.
- c. 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.

3. Encourage White, Hispanic or Latino, Asian, and Black or African American males, as well as White and American Indian females to apply for vacancies in the Administrative Support Category.

- a. Human Resources will make the affected departments aware of the under-representation and will seek to enhance outreach efforts that target White, Hispanic or Latino, Asian, Black or African American males, and White and American Indian females in this job category.

- b. 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 the labor pool.
- c. Collaborate with affected department management to develop a recruitment action plan.

4. Encourage White and Hispanic males, and White females to apply for vacancies in the Non-Sworn Protective Services job category.

- a. Human Resources will make the affected department managers aware of the under-representation and will work with the department to identify solutions and create a recruitment plan of action.
- b. 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.
- c. Human Resources will continue to enhance outreach efforts through media outlets, job fairs, trade associations, educational and employment training institutions, and the Employment Security Commission.

5. Encourage Hispanic or Latino, Black or African American, and Asian males to apply for vacancies in the Sworn Protective Services job category.

- a. Human Resources will continue to enhance outreach efforts that target Hispanic or Latino, Black or African American, and Asian males through targeted media outlets, job fairs, trade associations, educational and employment training institutions, and the Employment Security Commission.
- b. Human Resources will make affected department managers aware of the under-representation and will work with the department to identify solutions. A recruitment action plan will be developed based on findings.
- c. 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.

6. Encourage Hispanic or Latino, Black or African American, and Asian males, and Hispanic or Latino and Black or African American females to apply for vacancies in the Technicians job category.

- a. Human Resources will make department managers in affected departments aware of the under-representation to jointly identify solutions. Human Resources will work with the affected departments to develop and maintain a recruitment action plan.
- b. Human Resources will seek to enhance outreach efforts that target Hispanic or Latino, Black or African American, and Asian males and Hispanic or Latino and Black or African American females in the Technicians job category through job fairs, trade associations, professional journals and organizations, 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 make them more aware of the need for our workforce to reflect the demographics of the labor pool.

7. Encourage White, Hispanic or Latino, Asian and American Indian males and 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. Human Resources will regularly conduct a detailed workforce analysis to identify which particular County departments represent significant under-representation in this job category. The workforce analysis may include interviews with employees as well as department managers. A recruitment action plan will be developed based on the findings.
- c. Human Resources will make the management of affected departments aware of this under-representation and will seek to enhance outreach efforts to attract White, Hispanic or Latino, Asian and American Indian males and females to these job categories through job fairs, trade associations, professional organizations, journals and sites, educational institutions, the Employment Security Commission and employment training institutions.

8. Encourage White, Hispanic or Latino, and American Indian males, and White and American Indian females to apply for vacancies in the Officials/Administrators job category.

- a. Human Resources will seek to enhance outreach efforts that attract white females in this job category through job fairs, professional organizations, trade associations, educational institutions, Employment Security Commission, enhanced media, and employment training institutions.

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 during New Employee Orientation.
2. Human Resources 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. Human Resources 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 under-represented areas.

Step 7: External Dissemination

1. Human Resources will post a copy of the EEOP Short Form on the County's internet site www.forsyth.cc for the public to review.
2. Human Resources 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. Human Resources 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 As Of - 12/31/2021

Job Categories	Male					Female				
	White	Black or African American	Hispanic/Latino	Asian or Other Pacific Islander	American Indian/Alaska Native	White	Black or African American	Hispanic/Latino	Asian or Other Pacific Islander	American Indian/Alaska Native
Officials/Administrators										
Workforce #/%	40 / 40	8 / 8	0 / 0	1 / 1	0 / 0	26 / 26	20 / 20	3 / 3	1 / 1	0 / 0
CLS (2017) #/%	11905 / 52	1455 / 6	205 / 1	135 / 1	25 / 0	7130 / 31	1560 / 7	145 / 1	95 / 0	15 / 0
Utilization #/%	-12%	2%	-1%	0%	0%	-5%	13%	2%	1%	0%
Professionals										
Workforce #/%	84 / 19	27 / 6	1 / 0	1 / 0	0 / 0	165 / 37	142 / 32	14 / 3	5 / 1	0 / 0
CLS (2017) #/%	11120 / 36	1450 / 5	260 / 1	360 / 1	15 / 0	13720 / 44	3250 / 11	195 / 1	205 / 1	30 / 0
Utilization #/%	-17%	1%	-1%	-1%	0%	-7%	21%	2%	0%	0%
Technicians										
Workforce #/%	90 / 50	5 / 3	6 / 3	0 / 0	0 / 0	58 / 32	11 / 6	5 / 3	2 / 1	0 / 0
CLS (2017) #/%	1275 / 33	240 / 6	30 / 1	30 / 1	10 / 0	1565 / 40	590 / 15	10 / 0	95 / 2	0 / 0
Utilization #/%	17%	-3%	2%	-1%	0%	-8%	-9%	3%	-1%	0%
Protective Services: Sworn										
Workforce #/%	246 / 56	67 / 15	14 / 3	1 / 0	1 / 0	52 / 12	47 / 11	3 / 1	0 / 0	0 / 0
CLS (2017) #/%	1315 / 61	440 / 21	10 / 1	4 / 0	30 / 1	200 / 9	135 / 6	0 / 0	0 / 0	0 / 0
Utilization #/%	-5%	-6%	2%	0%	-1%	3%	5%	1%	0%	0%
Protective Services: Non Sworn										
Workforce #/%	43 / 43	11 / 11	0 / 0	0 / 0	0 / 0	24 / 24	19 / 19	1 / 1	0 / 0	0 / 0
CLS (2017) #/%	40 / 25	10 / 6	0 / 0	0 / 0	0 / 0	90 / 56	25 / 16	0 / 0	0 / 0	0 / 0
Utilization #/%	18%	5%	0%	0%	0%	-32%	3%	1%	0%	0%



Utilization Analysis Chart As Of - 12/31/2021

Job Categories	Male					Female				
	White	Black or African American	Hispanic/Latino	Asian or Other Pacific Islander	American Indian/Alaska Native	White	Black or African American	Hispanic/Latino	Asian or Other Pacific Islander	American Indian/Alaska Native
Administrative Support										
Workforce #/%	42 / 7	28 / 5	7 / 1	2 / 0	0 / 0	193 / 34	236 / 41	47 / 8	5 / 1	2 / 0
CLS (2017) #/%	8870 / 23	2440 / 6	280 / 1	35 / 0	10 / 0	18815 / 49	6565 / 17	625 / 2	155 / 0	80 / 0
Utilization #/%	-16%	-1 %	0 %	0 %	0 %	-15%	24 %	6 %	1 %	0%
Skilled Craft										
Workforce #/%	55 / 86	4 / 6	0 / 0	0 / 0	0 / 0	4 / 6	1 / 2	0 / 0	0 / 0	0 / 0
CLS (2017) #/%	9455 / 67	1985 / 14	1400 / 10	70 / 1	25 / 0	805 / 6	265 / 2	65 / 1	45 / 0	0 / 0
Utilization #/%	19%	-8 %	-10 %	-1 %	0 %	0%	0 %	-1 %	0 %	0%
Services/Maintenance										
Workforce #/%	87 / 61	17 / 12	2 / 1	1 / 1	1 / 1	14 / 10	17 / 12	1 / 1	1 / 1	0 / 0
CLS (2017) #/%	12505 / 28	8145 / 18	4135 / 9	350 / 1	130 / 0	8895 / 20	7895 / 18	1930 / 4	215 / 1	60 / 0
Utilization #/%	33%	-6 %	-8 %	0 %	1 %	-10%	-6 %	-3 %	0 %	0%
Workforce Totals	687	167	30	6	2	536	493	74	0	2

Total Employees: 1,997