

EEO Utilization Report

Organization Information

Name: Citrus County, Florida

City: Inverness

State: FL

Zip: 34450

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

All applicants and employees shall be afforded equal employment opportunity regardless of race, color, age, gender, religious creed, national origin, disability, marital or familial status, citizenship, gender identity or expression, or any other status protected by law (except where age, sex or disability are bonafide occupational qualifications). It is the County's intent to promote full realization of equal employment opportunity through a positive continuing program. Department/ Office Directors and all Supervisors are charged with ensuring those personnel policies, procedures, management practices, and other supervisory activities are in full compliance with the intent of this policy. This policy applies to all areas of personnel administration including, but not limited to, recruitment, hiring, job assignment, opportunities for training and development, pay, benefits, promotion and demotion, discipline, transfer, layoff and termination, and ethics and standards of personal conduct. Applicants and employees who meet all regular employment standards, and are otherwise qualified, shall be given reasonable accommodations and access for known disabilities, providing that the accommodation will not create an undue hardship on the employer and/or prevent the proper performance of essential duties and responsibilities of the job. Equal employment opportunity is an area of importance to the Citrus County Board of County Commissioners and to the management and staff of the Board.

Step 4b: Narrative of Interpretation

Citrus County, Florida has approximately 158,083 citizens. The population is comprised of 92.6% White, 3.3% Black or African American, 0.5% American Indian and Alaska Native, 1.7% Asian, 0.1% Native Hawaiian and Other Pacific Islander, 6.7% Hispanic or Latino.

The noted underrepresentation's in the report are:

- A. White male Administrative Support
- B. Hispanic or Latino male Administrative Support
- C. White female Technicians
- D. White female Protective Services
- E. White female skilled craft
- F. Black female skilled craft

Some of the job categories listed above show females and/or males who are unrepresented. In the majority of those underrepresented, they are in occupations that historically have a larger participation by one gender, and often challenging to recruit for. An example would be female technicians and female protective services job categories. While we continue to use outlets to attract qualified male and female applicants, some professions are historically dominated by gender.

Citrus County, Florida however continues to maintain its commitment to having a diverse and inclusive workforce that is a reflection of the local population. The County will continue to examine its recruitment and retention practices in an effort to attract more females/male and underrepresented populations in general, and also focus on the specific job categories as set forth in this report.

Step 5: Objectives and Steps

1. It is the policy of Citrus County, Florida to pursue recruitment efforts that are inclusive and open to all individuals

- a. Efforts will continue to be taken on a regular basis to review, evaluate and contact current and prospective recruitment sources that ensure diverse pools of candidates.

2. To ensure that all qualified applicants have a full and fair opportunity to compete for hiring and promotional opportunity's

- a. Training is provided to all interview panel members regarding the benefits of hiring a diverse and inclusive workforce. Instruction and advice is also provided to the hiring managers by Human Resources on appropriate interview techniques that support equity in the hiring process.
- b. Advertise all external job vacancies on websites that reach a variety of diverse and inclusive audiences, while continuing to post all vacancies on the Citrus County Board of County Commissioner webpage.

3. Exit Interviews

- a. Citrus County conducts exit interviews and administers exit questionnaires. Information from the questionnaires is analyzed. Trends are recorded and shared with Department leadership. Human Resources monitors and quickly responds to exit data that outlines potential discriminatory practices.

4. Citrus County will ensure equal employment opportunities for all applicants and employees in all job categories regardless of race, color, religion, national origin, political affiliation, sex, pregnancy, childbirth or related medical conditions, age, marital status, sexual orientation, gender identity, or disability

a. Citrus County will continue to participate in career fairs and outreach opportunities to reach diverse job seekers through advertising, social media, military groups and participate in minority outreach events as they become available.

Step 6: Internal Dissemination

A hard copy of the Equal Employment Utilization report will be located in the Human Resources Department. The Equal Opportunity Plan will be approved by the Board of County Commissioners.

Step 7: External Dissemination

The Equal Opportunity Plan will be posted on the Board of County Commissioners website for Citizens to view at www.citrusbocc.com. All Citrus County job advertisements will contain the phrase "An Equal Opportunity Employer". A memo is posted in the Human Resources Department that explains how applicants and members of the public can obtain a copy of the Equal Employment Plan.

Utilization Analysis Chart
Relevant Labor Market: Citrus County, Florida

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/Administrators																
Workforce #/%	14/56%	2/8%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	6/24%	1/4%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,800/54%	60/2%	80/2%	0/0%	35/1%	0/0%	15/0%	0/0%	1,125/33%	60/2%	125/4%	30/1%	10/0%	15/0%	4/0%	0/0%
Utilization #/%	2%	6%	2%	0%	-1%	0%	-0%	0%	-9%	2%	0%	-1%	-0%	-0%	-0%	0%
Professionals																
Workforce #/%	23/29%	2/2%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	51/64%	2/2%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,890/32%	75/1%	20/0%	0/0%	60/1%	0/0%	0/0%	0/0%	3,445/59%	115/2%	115/2%	0/0%	115/2%	0/0%	25/0%	0/0%
Utilization #/%	-4%	1%	-0%	0%	0%	0%	0%	0%	5%	1%	-1%	0%	-2%	0%	-0%	0%
Technicians																
Workforce #/%	88/62%	8/6%	2/1%	0/0%	0/0%	1/1%	0/0%	0/0%	39/27%	3/2%	2/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	325/25%	0/0%	0/0%	0/0%	0/0%	0/0%	25/2%	10/1%	920/69%	10/1%	35/3%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	37%	6%	1%	0%	0%	1%	-2%	-1%	-42%	1%	-1%	0%	0%	0%	0%	0%
Protective Services: Sworn-Officials																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	705/63%	65/6%	115/10%	15/1%	0/0%	0/0%	25/2%	0/0%	145/13%	4/0%	25/2%	0/0%	25/2%	0/0%	0/0%	0/0%
Utilization #/%																
Protective Services: Sworn-Patrol Officers																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	80/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	40/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	108/86%	5/4%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	10/8%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,845/27%	125/1%	10/0%	10/0%	90/1%	0/0%	4/0%	0/0%	7,135/67%	270/3%	95/1%	20/0%	35/0%	0/0%	50/0%	0/0%

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 #/%	60%	3%	1%	-0%	-1%	0%	-0%	0%	-59%	-2%	-1%	-0%	-0%	0%	-0%	0%
Administrative Support																
Workforce #/%	12/7%	2/1%	2/1%	0/0%	0/0%	0/0%	0/0%	0/0%	135/83%	8/5%	2/1%	0/0%	1/1%	0/0%	0/0%	0/0%
CLS #/%	3,465/82%	285/7%	120/3%	20/0%	15/0%	0/0%	30/1%	0/0%	280/7%	0/0%	15/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-75%	-6%	-2%	-0%	-0%	0%	-1%	0%	77%	5%	1%	0%	1%	0%	0%	0%
Skilled Craft																
Workforce #/%	110/87%	5/4%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	11/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,665/46%	405/3%	275/2%	20/0%	70/1%	0/0%	4/0%	30/0%	5,035/41%	299/2%	405/3%	0/0%	115/1%	0/0%	4/0%	0/0%
Utilization #/%	41%	1%	-1%	-0%	-1%	0%	-0%	-0%	-32%	-2%	-3%	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
Technicians																
Protective Services: Non-sworn																
Administrative Support																
Skilled Craft																

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: Jessica Flynn

Human Resources Manager

10-26-2022

[signature]

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[date]