

# EEO Utilization Report

## Organization Information

Name: Morgan County Government

City: Fort Morgan

State: CO

Zip: 80701

Type: County/Municipal Government (not law enforcement)

## **Step 1: Introductory Information**

### **Policy Statement:**

On January 23, 2018 the Morgan County Board of County Commissioners approved Resolution 2018 BCC 06 a Resolution Adopting an Equal Employment Opportunity Plan.

WHEREAS, Policy L of the Morgan County Personnel Policy Manual provides a statement of Equal Opportunity for County employment.

WHEREAS, Policy L of the Morgan County Personnel Policy Manual states Morgan County does not discriminate against any employee in appointment, hiring, promotion, dismissal, or any other term or condition of employment because of political affiliation, race, color, age, national origin, religion, gender, gender identity, sexual orientation, disability, genetic information and veteran status.

WHEREAS, Policy M of the Morgan County Personnel Policy Manual provides the process of reporting discrimination, harassment and intimidation.

WHEREAS, in furtherance of the objectives of said Policies, the Morgan County Board of County Commissioners has recommended the adoption of an Equal Employment Opportunity Plan, a copy of which is attached hereto as Exhibit A.

WHEREAS, said Plan describe how the Equal Employment Opportunity Plan is implemented.

NOW, THEREFORE, BE IT RESOLVED, that after review, discussion and consideration the Morgan County Board of County Commissioners certify that an Equal Employment Opportunity Plan exists, Exhibit A herein, which is hereby approved and adopted.

Following File has been uploaded:Resolution 2018 BCC 06.pdf

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

The County's Human Resources Director, in consultation with the Board of County Commissioners reviewed the Utilization Analysis and noted the following:

1. White males were significantly under-represented in the following job category:

Administrative Support (-19%)

2. Hispanic or Latino females were significantly under-represented in the following job category:

Technicians (-13%)

The current objective and steps will be utilized to inform the eligible Morgan County workforce of employment opportunities.

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

**1. 1. To encourage White males to apply for vacancies in the Administrative Support job category.**

a. The Human Resources Director will review the applicant pool for all administrative support positions and work with hiring managers in reviewing all applications and encourage interviewing qualified candidates.

**2. 2. To encourage Hispanic or Latino females to apply for vacancies in the Technician job category.**

a. The Human Resources Director will review the applicant pool for all technician positions and work with hiring managers in reviewing all applications and encourage interviewing qualified candidates.

b. The Human Resources Director will analyze the current workforce reviewing what job categories Hispanic or Latino females are working in. If the opportunity presents itself, the Human Resources Director will explore the necessary training and other requirements for Hispanic or Latino females to be considered for transfers into Technician positions.

## **Step 6: Internal Dissemination**

Internal Dissemination

1. Distribute a hard copy of the EEOP Utilization Report to all employees in a supervisory position.

2. Inform all employees that a copy of the EEOP Utilization Report is available upon request.

3. Post a copy of the EEOP Utilization Report in the corridor outside of the Human Resources Office.

## **Step 7: External Dissemination**

External Dissemination

1. Post a copy of the EEOP Utilization Report on the Morgan County public website under Human Resources.

2. Include the EEOP Utilization Report is available by request with general information on applying for positions with Morgan County Government.

**Utilization Analysis Chart**  
**Relevant Labor Market: Morgan County, Colorado**

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
<b>Officials/Administrators</b>																
Workforce #/%	18/67%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	8/30%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	97/69%	40/3%	0/0%	10/1%	0/0%	0/0%	0/0%	0/0%	340/24%	55/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-2%	1%	0%	-1%	0%	0%	0%	0%	6%	-4%	0%	0%	0%	0%	0%	0%
<b>Professionals</b>																
Workforce #/%	13/28%	1/2%	3/6%	0/0%	1/2%	0/0%	1/2%	0/0%	24/51%	3/6%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%
CLS #/%	510/37%	25/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	800/57%	50/4%	0/0%	0/0%	10/1%	0/0%	0/0%	0/0%
Utilization #/%	-9%	0%	6%	0%	2%	0%	2%	0%	-6%	3%	0%	0%	-1%	0%	2%	0%
<b>Technicians</b>																
Workforce #/%	10/16%	3/5%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	46/73%	3/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	45/15%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	200/67%	54/18%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	1%	5%	2%	0%	0%	0%	0%	0%	6%	-13%	0%	0%	0%	0%	0%	0%
<b>Protective Services:</b>																
<b>Sworn</b>																
Workforce #/%	10/59%	3/18%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/18%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	85/42%	20/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	50/25%	45/22%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	16%	8%	0%	0%	0%	0%	0%	0%	-7%	-17%	0%	0%	0%	0%	0%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	14/50%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	10/36%	3/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	50%	0%	4%	0%	0%	0%	0%	0%	36%	-89%	0%	0%	0%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	26/74%	8/23%	0/0%	0/0%	0/0%	0/0%	1/3%	0/0%
CLS #/%	440/19%	195/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1,360/60%	240/11%	0/0%	0/0%	0/0%	0/0%	45/2%	0/0%
Utilization #/%	-19%	-9%	0%	0%	0%	0%	0%	0%	15%	12%	0%	0%	0%	0%	1%	0%
<b>Skilled Craft</b>																

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 #/%	22/92%	2/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	855/76%	225/20%	15/1%	0/0%	4/0%	0/0%	0/0%	15/1%	10/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	16%	-12%	-1%	0%	-0%	0%	0%	-1%	-1%	0%	0%	0%	0%	0%	0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	22/88%	2/8%	0/0%	0/0%	0/0%	0/0%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,430/25%	1,565/28%	260/5%	105/2%	35/1%	0/0%	4/0%	1,185/21%	840/15%	180/3%	0/0%	0/0%	35/1%	0/0%	0/0%	10/0%
Utilization #/%	63%	-20%	-5%	-2%	-1%	0%	-0%	-17%	-15%	-3%	0%	-1%	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	✓															

