

EEO Utilization Report

Organization Information

Name: MCBOCC

City: STUART

State: FL

Zip: 34996

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

It is the express obligation and voluntary policy of the Martin County Board of County Commissioners and of the Martin County government to engage in a program of total compliance with all applicable Federal, State, and local laws regarding recruitment, hiring, and promoting people on the basis of demonstrated ability, experience, and training without regard to race, color, religion, sex, age, national origin, ancestry, marital or veteran status, disability, or any other protected status in accordance with applicable law. This subject requires continuous action at all levels to assure legal and moral compliance with the spirit of the policy.

Following File has been uploaded:HR_Manual_Final_04 23.pdf

Step 4b: Narrative of Interpretation

The utilization analysis is a comparison between the representation of females and minorities in the County's workforce expressed as a number and as a percentage, and the availability statistics which show the number and percentage of females and minorities in the relevant labor market who have the requisite skills to perform the work required by the County.

According to equal employment guidelines, the goal is to have minority and female representation in our work force, which is the same as the availability rate in the relevant labor market. Martin County Board of County Commissioners has made every effort to identify statistics, which accurately indicate the availability in the labor force of persons with requisite skills. Categories in statistics supplied directly from the Department of Labor do not match state and local government EE04 categories, which we are required to report against. In accordance with directions from the Department of Labor, the job classifications listed on the US Census Bureaus website were used to reclassify some of the jobs in the County workforce so that they corresponded with the revised job categories used in the 2010 Census.

The County obtained statistics derived from the 2010 Census for use in our utilization analysis. We recognize that there may always be a disparity, at times significant, between the generalized statistics used and the actual availability of persons who have requisite skills to perform the job duties of the positions utilized by the Martin County Board of County Commissioners. With the increased health of the Florida economy the labor market for County positions has become highly competitive. We recognize that in some areas females and minorities are under represented.

Step 5: Objectives and Steps

1. We will reach out to local organizations such as surrounding adult educations facilities, community outreach programs, etc. and request that our positions be posted within their organizations.

a. In order to achieve the objectives listed above, a review of the current recruitment and hiring practices will be conducted to ensure compliance with all applicable Federal, State, and local laws as they relate to employment. We will continue to monitor the applicant flow statistics by race and gender against specific job openings in order to identify and correct barriers to equal opportunity created by a lack of diversity in applicants with requisite skills for specific positions.

2. We will advertise our positions with facilities that may have an increase in female and minority populations. These may include, but are not limited to, County libraries, County parks, Employ Florida Marketplace, and various Veterans' services.

a. As mentioned above, recruiting efforts will focus upon promoting our job opportunities among the minority and female communities through various local organizations, facilities, websites, etc. to ensure that we are reaching as many potential applicants as possible. The County will maintain an active presence in job fairs in order to reach a diverse population.

Step 6: Internal Dissemination

The County's EEO policy is incorporated in the County's Human Resources Manual and is part of the new hire orientation program. Employees are required to acknowledge receipt and understanding of the policy. The policy is available for review by applicants and employees. A copy of the policy is located on the County's internal website which is available to all employees. Hard copies of the policy can be obtained from the Human Resources Division.

Department of Labor posters in English and Spanish are prominently displayed in all County departments and in bulletin boards accessible to all employees and applicants to inform them of their legal rights regarding equal employment opportunity.

Step 7: External Dissemination

The County is committed to ensuring the public is aware that we are an equal employment opportunity employer. To that end, job postings, advertisements, and descriptions include an EOE statement.

When recruiting, the County will notify minority and women's organizations, community agencies, community leaders, and adult education facilities regarding the County's commitment to equal employment opportunity. These organizations will be encouraged to assist us to recruit and refer minority and female candidates for available positions within the County.

Utilization Analysis Chart
Relevant Labor Market: 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 #/%	27/56%	1/2%	2/4%	0/0%	0/0%	0/0%	0/0%	0/0%	15/31%	2/4%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	442,765/4 4%	99,850/10 %	38,100/4 %	1,275/0%	14,365/1 %	135/0%	3,800/0%	2,490/0%	280,225/2 8%	69,945/7 %	46,265/5 %	790/0%	9,265/1%	200/0%	2,800/0%	2,175/0%
Utilization #/%	13%	-8%	0%	-0%	-1%	-0%	-0%	-0%	4%	-3%	-2%	-0%	-1%	-0%	-0%	-0%
Professionals																
Workforce #/%	80/70%	6/5%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	24/21%	1/1%	3/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	406,965/3 1%	87,280/7 %	47,810/4 %	720/0%	29,920/2 %	465/0%	4,180/0%	3,130/0%	496,520/3 7%	114,480/9 %	101,980/8 %	1,580/0%	27,965/2 %	335/0%	5,330/0%	3,370/0%
Utilization #/%	39%	-1%	-3%	-0%	-2%	-0%	-0%	-0%	-16%	-8%	-5%	-0%	-2%	-0%	-0%	-0%
Technicians																
Workforce #/%	29/60%	6/12%	3/6%	0/0%	0/0%	0/0%	0/0%	0/0%	8/17%	1/2%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	63,080/27 %	18,020/8 %	10,530/5 %	285/0%	4,705/2%	160/0%	790/0%	675/0%	79,510/35 %	20,835/9 %	25,380/11 %	205/0%	3,755/2%	100/0%	1,110/0%	665/0%
Utilization #/%	33%	5%	2%	-0%	-2%	-0%	-0%	-0%	-18%	-7%	-9%	-0%	-2%	-0%	-0%	-0%
Protective Services: Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	94,895/49 %	26,850/14 %	25,140/13 %	385/0%	1,795/1%	175/0%	1,275/1%	725/0%	21,505/11 %	6,260/3%	14,805/8 %	240/0%	320/0%	0/0%	355/0%	70/0%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	179/79%	19/8%	9/4%	2/1%	2/1%	0/0%	0/0%	0/0%	15/7%	1/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	5,335/35 %	1,845/12 %	1,150/7%	0/0%	60/0%	0/0%	44/0%	35/0%	4,305/28 %	1,075/7%	1,285/8%	10/0%	110/1%	0/0%	104/1%	0/0%
Utilization #/%	44%	-4%	-4%	1%	0%	0%	-0%	-0%	-21%	-7%	-8%	-0%	-1%	0%	-1%	0%
Administrative Support																
Workforce #/%	5/19%	0/0%	2/7%	0/0%	0/0%	0/0%	0/0%	0/0%	14/52%	6/22%	0/0%	0/0%	0/0%	0/0%	0/0%	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
CLS #/%	539,295/23%	186,200/8%	104,525/4%	1,435/0%	23,110/1%	380/0%	6,180/0%	5,515/0%	926,385/39%	325,905/14%	212,970/9%	2,565/0%	29,970/1%	780/0%	11,235/0%	9,360/0%
Utilization #/%	-4%	-8%	3%	-0%	-1%	-0%	-0%	-0%	13%	9%	-9%	-0%	-1%	-0%	-0%	-0%
Skilled Craft																
Workforce #/%	18/72%	3/12%	4/16%	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 #/%	419,605/56%	202,415/27%	67,275/9%	1,625/0%	6,780/1%	425/0%	3,595/0%	4,610/1%	24,435/3%	11,000/1%	4,235/1%	145/0%	1,225/0%	10/0%	325/0%	260/0%
Utilization #/%	16%	-15%	7%	-0%	-1%	-0%	-0%	-1%	-3%	-1%	-1%	-0%	-0%	-0%	-0%	-0%
Service/Maintenance																
Workforce #/%	43/62%	4/6%	9/13%	2/3%	5/7%	1/1%	0/0%	0/0%	3/4%	1/1%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	567,585/26%	382,030/18%	211,540/10%	3,025/0%	29,830/1%	720/0%	7,965/0%	5,330/0%	433,735/20%	255,725/12%	200,945/9%	2,050/0%	30,720/1%	750/0%	7,300/0%	5,625/0%
Utilization #/%	36%	-12%	3%	3%	6%	1%	-0%	-0%	-16%	-10%	-8%	-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
Professionals									✓	✓	✓					
Technicians									✓							
Protective Services: Non-sworn			✓						✓	✓	✓					
Service/Maintenance		✓							✓	✓	✓					

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.

 County Administrator 05/11/23
[signature] [title] [date]