

EEO Utilization Report

Organization Information

Name: Collier County Board Of County Commissioners

City: Naples

State: FL

Zip: 34112

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

Policy:

CMA#5383 Equal Employment Opportunity (EEO) - Collier County Personnel Ordinance, Ordinance No. 2001-50: Equal Employment Opportunity: It is the policy of Collier County to ensure that all Human Resources policies and practices are administered without regard to race, color, religion, sex, age, national origin, physical or mental handicap, or marital status.

Link: [CMA 5383 Equal Employment Opportunity \(EEO\).pdf \(colliergov.net\)](#)

CMA#5350 Commitment to Fair Treatment - Collier County Personnel Ordinance, Ordinance No. 2001-50: Commitment to Fair Treatment for Regular Full-Time and Part-Time Employees Below the Level of Section Head: The County has established a Commitment to Fair Treatment policy and procedure to provide a vehicle for employees to solve problems or resolve disputes which may arise regarding the application, meaning or interpretation of the County's Human Resources Practices and Procedures. The Commitment to Fair Treatment procedure does not apply to probationary employees, temporary employees, or employee performance appraisal ratings. The County understands when people work together disagreements are likely to occur. The County is committed to providing fair treatment to all employees and will ensure each concern is handled in an efficient and equitable manner. It is the intent and desire of the County to adjust complaints informally. Both Supervisors and employees are expected to make every effort to resolve problems as they arise. It is the responsibility of all involved parties to accept the final decision in this process.

Link: [CMA 5350 Commitment to Fair Treatment.pdf \(colliergov.net\)](#)

Following File has been uploaded: [CMA 5383 Equal Employment Opportunity \(EEO\).pdf](#)

Step 4b: Narrative of Interpretation

There are a total of 1,968 employees identified in the report between July 1, 2020, through June 30, 2021. Staff ran reports within the Countys system of record for HR data to obtain EEO workforce data broken down by race, sex, job classifications, and pay. Once the information was gathered it was entered into the worksheets and validated. Following validation, a comparison of workforce data and labor statistic was completed to ascertain potential underrepresentation of employees in job categories.

A comparison of the Collier County workforce to the community labor statistics for Collier County, Florida - which may or may not reflect the current community workforce - indicates the following underutilization data.

Collier County displayed improvement in representation between the 2019 and 2021 reports in Protective Services (non-sworn) for White Males and Black/African American Males. Collier County will examine the root cause and impacts to Officials/Administrators (-9%) and Administrative Support (-10%) underrepresentation by White Males. In addition, Collier County will examine root cause and impacts to Skilled Craft underutilization by Hispanic Males (-17%) and White Males (17%).

Collier County displayed similar results in female representation between the 2019 and 2021 reports for Professionals, Technicians, Administrative Support, and Service/Maintenance job categories. Collier County will examine the root cause and impacts to Professionals, Technicians, Protective Services, and Service/Maintenance underutilization by White Females, Hispanic Females, Black/African American Females, and Asian Females.

As a result of the analysis, the Collier County EEO Plan will address the more significant areas; however, Collier County welcomes the opportunity to increase the representation of any underutilized group and will continue existing outreach efforts as well as exploring new ways of communication job openings to all race and ethnic groups.

Step 5: Objectives and Steps

1. To encourage Hispanic or Latino females to apply for vacancies in the Technicians and Service/Maintenance categories.

a. The Human Resources Division will continue outreach efforts on a semi-annual basis that pursue Hispanic or Latino female applicants in these categories, including involvement in job fairs at local trade schools, colleges, and universities, outreach to career centers, and will maintain relationships with local community organizations that serve this population. The County will continue to provide information about job vacancies and position openings to the following organizations: Lorenzo Walker Technical College (LWTC), Immokalee Technical Center (iTECH), Florida Southwestern State College (Collier campus), Hodges University, Ave Maria University, Florida Gulf Coast University (FGCU), and other organizations as deemed appropriate.

b. On a quarterly basis the County's Human Resources (HR) Division will run demographic reports to determine whether Hispanic or Latino female applicants were underrepresented in Technicians and Service/Maintenance categories. The results will be analyzed by the HR Director and HR Managers to confirm compliance with County Manager Agency (CMA) practices and procedures (protocols). In addition, the HR Division will evaluate potential hiring barriers, monitor promotional practices, assess training opportunities and budgets, encourage leadership mentoring events, and document findings and actions taken within the EEO Plan.

2. To encourage Black or African American females to apply for vacancies in the Service/Maintenance category.

a. The Human Resources Division will continue outreach efforts on a semi-annual basis that pursue Black or African American female applicants in the Service/Maintenance category, including involvement in job fairs, outreach to career centers, and will maintain relationships with local community organizations that serve this population. The County will continue to provide information about job vacancies and position openings to the following organizations: Lorenzo Walker Technical College (LWTC), Immokalee Technical Center (iTECH), Florida Southwestern State College (Collier campus), Hodges University, Ave Maria University, Florida Gulf Coast University (FGCU), and other

organizations as deemed appropriate.

b. On a quarterly basis the County's Human Resources (HR) Division will run demographic reports to determine whether Black or African American females were underrepresented in the Service/Maintenance category. The results will be analyzed by the HR Director and HR Managers to confirm compliance with County Manager Agency (CMA) practices and procedures (protocols). In addition, the HR Division will evaluate potential hiring barriers, monitor promotional practices, assess training opportunities and budgets, encourage leadership mentoring events, and document findings and actions taken within the EEO Plan.

3. To encourage Asian females to apply for vacancies in the Service/Maintenance category.

a. The Human Resources Division will continue outreach efforts on a semi-annual basis that pursue Asian female applicants in the Service/Maintenance category, including involvement in job fairs, outreach to career centers, and will maintain relationships with local community organizations that serve this population. The County will continue to provide information about job vacancies and position openings to the following organizations: Lorenzo Walker Technical College (LWTC), Immokalee Technical Center (iTECH), Florida Southwestern State College (Collier campus), Hodges University, Ave Maria University, Florida Gulf Coast University (FGCU), and other organizations as deemed appropriate.

b. On a quarterly basis the County's Human Resources (HR) Division will run demographic reports to determine whether Asian females were underrepresented in the Service/Maintenance category. The results will be analyzed by the HR Director and HR Managers to confirm compliance with County Manager Agency (CMA) practices and procedures (protocols). In addition, the HR Division will evaluate potential hiring barriers, monitor promotional practices, assess training opportunities and budgets, encourage leadership mentoring events, and document findings and actions taken within the EEO Plan.

4. To encourage White males to apply for vacancies in the Officials/Administrators and Administrative Support categories.

a. The Human Resources Division will continue outreach efforts on a semi-annual basis that pursue White male applicants in these categories, including involvement in job fairs at local trade schools, colleges, and universities, outreach to career centers, and will maintain relationships with local community organizations that serve this population. The County will continue to provide information about job vacancies and position openings to the following organizations: Lorenzo Walker Technical College (LWTC), Immokalee Technical Center (iTECH), Florida Southwestern State College (Collier campus), Hodges University, Ave Maria University, Florida Gulf Coast University (FGCU), and other organizations as deemed appropriate.

b. On a quarterly basis the County's Human Resources (HR) Division will run demographic reports to determine whether White male applicants were underrepresented in Officials/Administrators and Administrative Support categories. The results will be analyzed by the HR Director and HR Managers to confirm compliance with County Manager Agency (CMA) practices and procedures (protocols). In addition, the HR Division will evaluate potential hiring barriers, monitor promotional practices, assess training opportunities and budgets, encourage leadership mentoring events, and document findings and actions taken within the EEO Plan.

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

a. The Human Resources Division will continue outreach efforts on a semi-annual basis that pursue Hispanic or Latino male applicants in this category, including involvement in job fairs at local trade schools, outreach to career centers, and will maintain relationships with local community organizations that serve this population. The County will continue to provide information about job vacancies and position openings to the following organizations: Lorenzo Walker Technical College (LWTC), Immokalee Technical Center (iTECH), Florida Southwestern State College (Collier campus), Hodges University, Ave Maria University, Florida Gulf Coast University (FGCU), and other organizations as deemed appropriate.

b. On a quarterly basis the County's Human Resources (HR) Division will run demographic reports to determine whether Hispanic or Latino male applicants were underrepresented in Skilled Craft category. The results will be analyzed by the HR Director and HR Managers to confirm compliance with County Manager Agency (CMA) practices and procedures (protocols). In addition, the HR Division will evaluate potential hiring barriers, monitor promotional practices, assess training opportunities and budgets, encourage leadership mentoring events, and document findings and actions taken within the EEO Plan.

6. To encourage Asian males to apply for vacancies in the Service/Maintenance category.

a. The Human Resources Division will continue outreach efforts on a semi-annual basis that pursue Asian male applicants in this category, including involvement in job fairs at local trade schools, outreach to career centers, and

will maintain relationships with local community organizations that serve this population. The County will continue to provide information about job vacancies and position openings to the following organizations: Lorenzo Walker Technical College (LWTC), Immokalee Technical Center (ITECH), Florida Southwestern State College (Collier campus), Hodges University, Ave Maria University, Florida Gulf Coast University (FGCU), and other organizations as deemed appropriate.

b. On a quarterly basis the County's Human Resources (HR) Division will run demographic reports to determine whether Asian male applicants were underrepresented in Service/Maintenance category. The results will be analyzed by the HR Director and HR Managers to confirm compliance with County Manager Agency (CMA) practices and procedures (protocols). In addition, the HR Division will evaluate potential hiring barriers, monitor promotional practices, assess training opportunities and budgets, encourage leadership mentoring events, and document findings and actions taken within the EEO Plan.

7. To encourage White females to apply for vacancies in the Professionals, Technicians, Protective Services: Nonsworn, and Service/Maintenance categories.

a. The Human Resources Division will continue outreach efforts on a semi-annual basis that pursue White female applicants in this category, including involvement in job fairs at local trade schools, outreach to career centers, and will maintain relationships with local community organizations that serve this population. The County will continue to provide information about job vacancies and position openings to the following organizations: Lorenzo Walker Technical College (LWTC), Immokalee Technical Center (ITECH), Florida Southwestern State College (Collier campus), Hodges University, Ave Maria University, Florida Gulf Coast University (FGCU), and other organizations as deemed appropriate.

b. On a quarterly basis the County's Human Resources (HR) Division will run demographic reports to determine whether White female applicants were underrepresented in Professionals, Technicians, Protective Services: Nonsworn, and Service/Maintenance categories. The results will be analyzed by the HR Director and HR Managers to confirm compliance with County Manager Agency (CMA) practices and procedures (protocols). In addition, the HR Division will evaluate potential hiring barriers, monitor promotional practices, assess training opportunities and budgets, encourage leadership mentoring events, and document findings and actions taken within the EEO Plan.

Step 6: Internal Dissemination

It is the policy of Collier County Board of County Commissioners to ensure that all policies and procedures are administered without regard to race, color, religion, sex, age, national origin, physical or mental handicap, or marital status. On an annual basis, Collier County reviews, revises (when applicable), and communicates changes to practices and procedures. In addition, the County conducts regular trainings and obtains acknowledgement from each employee to confirm that the work environment is free of unlawful discrimination and/or harassment.

Collier County Government encourages employees to discuss EEO or Commitment to Fair Treatment questions or concerns with their supervisor, division director, department head, and/or to request assistance from a representative of the Human Resources Division. Collier County Government communicates with applicants and employees about the ability to contact the Florida Commission on Human Relations (FCHR), established in 1969 with the intent of protection against unlawful discrimination. The FCHR assists in claims of wrongdoing, including discrimination, and provides a means for effectively resolving problems should they arise.

The Collier County Human Resources Division will:

1. Post the County practices and procedures and both the past and present EEO Plans on the Collier County internal SharePoint site to ensure employees have access to the plan.
2. Maintain a physical print copy of the EEO Plan at the Human Resources Division Offices located at 3303 Tamiami Trail E., Naples, Florida 34112.
3. Will conduct a EEO Plan briefing with County leadership annually to review and address the results of the reports and analysis.
4. Will assign EEO training to County staff utilizing the County's training software, Collier University, on an annual basis.

Step 7: External Dissemination

It is the policy of Collier County Board of County Commissioners to ensure that all policies and procedures are administered without regard to race, color, religion, sex, age, national origin, physical or mental handicap, or marital status. On an annual basis, Collier County reviews, revises (when applicable), and communicates changes to practices and procedures. In addition, the County conducts regular trainings and obtains acknowledgement from each employee to confirm that the work environment is free of unlawful discrimination and/or harassment.

Collier County Government encourages employees to discuss EEO or Commitment to Fair Treatment questions or concerns with their supervisor, division director, department head, and/or to request assistance from a representative of the Human Resources Division. Additionally, Collier County Government communicates with applicants and employees about the ability to contact the Florida Commission on Human Relations (FCHR), established in 1969 with the intent of protection against unlawful discrimination. The FCHR assists in claims of wrongdoing, including discrimination, and provides a means for effectively resolving problems should they arise.

External Dissemination:

1. The Collier County Human Resources Division will post the County practices and procedures and both the past and present EEO Plans on the Collier County external website to ensure employees and the public have access and availability to the plan.
 - a. Link: <https://www.colliercountyfl.gov/government/county-manager-operations/divisions/human-resources/collier-county-equal-employment-opportunity-plan-eeop>
2. The HR Manager will maintain a physical print copy of each past and present EEO Plan at the Human Resources Division Office, located at 3303 Tamiami Trail E Naples, Florida 34112.

Utilization Analysis Chart
Relevant Labor Market: Collier 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 #/%	226/48%	40/8%	11/2%	0/0%	4/1%	0/0%	1/0%	0/0%	145/31%	41/9%	3/1%	0/0%	3/1%	0/0%	0/0%	0/0%
CLS #/%	9,590/56%	1,190/7%	255/1%	0/0%	65/0%	0/0%	30/0%	10/0%	5,045/30%	610/4%	125/1%	0/0%	100/1%	0/0%	0/0%	0/0%
Utilization #/%	-9%	1%	1%	0%	0%	0%	0%	-0%	1%	5%	-0%	0%	0%	0%	0%	0%
Professionals																
Workforce #/%	162/47%	36/10%	11/3%	1/0%	3/1%	1/0%	0/0%	0/0%	92/27%	27/8%	6/2%	0/0%	4/1%	0/0%	0/0%	0/0%
CLS #/%	6,225/34%	1,050/6%	325/2%	0/0%	170/1%	0/0%	40/0%	4/0%	8,180/45%	1,260/7%	555/3%	45/0%	130/1%	0/0%	60/0%	0/0%
Utilization #/%	13%	5%	1%	0%	-0%	0%	-0%	-0%	-19%	1%	-1%	-0%	0%	0%	-0%	0%
Technicians																
Workforce #/%	86/46%	36/19%	7/4%	0/0%	0/0%	0/0%	1/1%	0/0%	28/15%	22/12%	5/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,065/29%	200/5%	195/5%	0/0%	20/1%	0/0%	25/1%	0/0%	1,320/36%	680/19%	130/4%	0/0%	0/0%	25/1%	0/0%	0/0%
Utilization #/%	17%	14%	-2%	0%	-1%	0%	-0%	0%	-21%	-7%	-1%	0%	0%	-1%	0%	0%
Protective Services: Sworn																
Workforce #/%	1/100%	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%	0/0%
CLS #/%	2,140/64%	350/10%	295/9%	0/0%	45/1%	0/0%	0/0%	0/0%	400/12%	60/2%	45/1%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	36%	-10%	-9%	0%	-1%	0%	0%	0%	-12%	-2%	-1%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	79/40%	38/19%	2/1%	1/1%	1/1%	0/0%	0/0%	0/0%	59/30%	14/7%	1/1%	0/0%	1/1%	0/0%	1/1%	0/0%
Civilian Labor Force #/%	120/45%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	145/55%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-5%	19%	1%	1%	1%	0%	0%	0%	-25%	7%	1%	0%	1%	0%	1%	0%
Administrative Support																
Workforce #/%	42/16%	13/5%	6/2%	0/0%	0/0%	0/0%	0/0%	0/0%	130/50%	48/18%	16/6%	0/0%	4/2%	0/0%	3/1%	0/0%
CLS #/%	9,595/26%	2,480/7%	815/2%	45/0%	135/0%	0/0%	115/0%	45/0%	17,745/48%	4,340/12%	970/3%	45/0%	330/1%	10/0%	170/0%	115/0%

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 #/%	-10%	-2%	0%	-0%	-0%	0%	-0%	-0%	2%	7%	3%	-0%	1%	-0%	1%	-0%	
Skilled Craft																	
Workforce #/%	92/67%	32/23%	7/5%	0/0%	2/1%	0/0%	0/0%	0/0%	5/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	
CLS #/%	8,230/50%	6,555/40%	730/4%	10/0%	55/0%	0/0%	20/0%	0/0%	430/3%	430/3%	50/0%	0/0%	0/0%	0/0%	0/0%	10/0%	
Utilization #/%	17%	-16%	1%	-0%	1%	0%	-0%	0%	1%	-3%	-0%	0%	0%	0%	0%	-0%	
Service/Maintenance																	
Workforce #/%	131/36%	163/44%	22/6%	1/0%	1/0%	1/0%	0/0%	0/0%	34/9%	10/3%	5/1%	0/0%	0/0%	0/0%	0/0%	0/0%	
CLS #/%	9,965/23%	11,780/27%	2,070/5%	85/0%	680/2%	0/0%	95/0%	15/0%	7,840/18%	7,010/16%	2,655/6%	80/0%	490/1%	0/0%	85/0%	20/0%	
Utilization #/%	12%	17%	1%	0%	-1%	0%	-0%	-0%	-9%	-14%	-5%	-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
Officials/Administrators	✓															
Professionals									✓							
Technicians									✓	✓						
Protective Services: Non-sworn									✓							
Administrative Support	✓															
Skilled Craft		✓														
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.

Certified As Final By: Amy Lyberg

Human Resources Division Director

10-10-2022

[signature]

[title]

[date]