

# 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:**

It is the continuing policy of Collier County Board of County Commissioners 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. [Ref: Collier County Personnel Ordinance No. 2001-50] All Human Resources practices, including compensation, benefits, discipline, safety, as well as social and recreational activities are administered and conducted in compliance with State and Federal law. All Recruitment, selection, placement, promotion, transfer, training, and reduction in force decisions are based solely on the candidates'/employees' job-related qualifications and abilities. Outreach programs may be utilized to recruit, hire, and ensure advancement of qualified minority group members, women, disabled individuals and veterans.

Collier County Government takes steps as necessary to ensure that the work environment is free of unlawful discrimination or harassment. On an annual basis, the County reviews its Human Resources procedures and strives to ensure that its supervisors and managers adhere to its commitment to Equal Employment Opportunity principles.

Collier County Government encourages employees who have EEO-related questions, comments or complaints to discuss them with their supervisor, division director, department head, or a representative from the Human Resources Division. Employees are also encouraged to utilize the Commitment to Fair Treatment Procedure. Additionally, Collier County Government refers applicants and employees to 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.

## Step 4b: Narrative of Interpretation

Note that the Collier County community labor statistics and the EEO-4 statistics have not changed since the previous EEO Plan submission, which was approved by the Office of Civil Rights on September 18, 2015. As a consequence, the Underutilization Analysis Chart has not changed, and the Objectives and Steps will also be substantially the same.

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 underutilization of White, Hispanic or Latino, Black or African American and Asian females in at least one job category. The comparison also indicates White, Hispanic or Latino and Asian males are underutilized in at least one job category.

Demographic statistics for Collier County show very small populations of individuals in the following categories: Asian - 1% of eligible workforce, Pacific Islanders - less than 1% of eligible workforce, American Indian/Alaskan Native - less than 1% of eligible workforce, and individuals with a background of two or more races - less than 1% of eligible workforce. Therefore, the underutilization analysis focused on the number of White, Black or African American, and Hispanic or Latino individuals in the workplace. For purposes of this analysis, underutilization of less than 2% in any job category was considered negligible.

As a result of the underutilization analysis, the Collier County Equal Opportunity Plan (EEOP) 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. 1. To encourage White females to apply for vacancies in the Professional, Protective Services: Non-sworn, and Service-Maintenance categories.

- a. Within nine months of the date of this report, the County's Human Resources Division will review the composition of the applicant pool for all vacancies in the Professional, Protective Services: Non-sworn and Service/Maintenance categories in the last fiscal year to determine whether White female applicants were underrepresented. The findings will be maintained with the EEO Plan in the Human Resources office.
- b. The Human Resources Division will continue outreach efforts that target White female applicants in the Professional, Protective Services: Non-sworn and Service/Maintenance categories, including involvement in job fairs at local 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 as appropriate: Lorenzo Walker Technical College (LWTC), Immokalee Technical Center (iTECH), Florida Southwestern State College (Collier campus), Hodges University, Florida Gulf Coast University (FGCU), and other organizations as deemed appropriate.

### 2. 2. To encourage Hispanic or Latino females to apply for vacancies in the Technicians, Administrative Support, and Service/Maintenance categories.

- a. Within nine months of the date of this report, the County's Human Resources Division will review the composition of the applicant pool for all vacancies in the Technicians, Administrative Support and Service/Maintenance categories in the last fiscal year to determine whether Hispanic or Latino female applicants were underrepresented. The findings will be maintained with the EEO Plan in the Human Resources office.
- b. The Human Resources Division will continue outreach efforts that target Hispanic or Latino female applicants in the Technicians, Administrative Support and Service/Maintenance categories, including involvement in job fairs at local 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 as appropriate: Lorenzo Walker Technical College (LWTC), Immokalee Technical Center (iTECH), Florida Southwestern State College (Collier campus), Hodges University, Florida Gulf Coast University (FGCU), and other organizations as deemed appropriate.

**3. 3. To encourage Black or African American females to apply for vacancies in the Technicians and Service/Maintenance categories.**

- a. Within nine months of the date of this report, the County's Human Resources Division will review the composition of the applicant pool for all vacancies in the Technician and Service/Maintenance categories in the last fiscal year to determine whether Black or African American female applicants were underrepresented. The findings will be maintained with the EEO Plan in the Human Resources office.
- b. The Human Resources Division will continue outreach efforts that target Black or African American female applicants in the Technicians and Service/Maintenance categories, including involvement in job fairs at local 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 as appropriate: Lorenzo Walker Technical College (LWTC), Immokalee Technical Center (iTECH), Florida Southwestern State College (Collier campus), Hodges University, Florida Gulf Coast University (FGCU), and other organizations as deemed appropriate.

**4. 4. To encourage Hispanic or Latino males to apply for vacancies in the Officials/Administrators, Administrative Support and Skilled Craft categories.**

- a. Within nine months of the date of this report, the County's Human Resources Division will review the composition of the applicant pool for all vacancies in the Officials/Administrators, Administrative Support and Skilled Craft categories in the last fiscal year to determine whether Hispanic or Latino male applicants were underrepresented. The findings will be maintained with the EEO Plan in the Human Resources office.
- b. The Human Resources Division will continue outreach efforts that target Hispanic or Latino male applicants in the Officials/Administrators, Administrative Support and Skilled Craft categories, including involvement in job fairs at local 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 as appropriate: Lorenzo Walker Technical College (LWTC), Immokalee Technical Center (iTECH), Florida Southwestern State College (Collier campus), Hodges University, Florida Gulf Coast University (FGCU), and other organizations as deemed appropriate.

**Step 6: Internal Dissemination**

The Human Resources Division will publish the EEO Plan on the Collier County intranet under the Human Resources SharePoint site, making it available to all employees and assuring commitment to the EEO Plan by Collier County Government.

Publicly post the EEO Policy on bulletin boards within departments of the County.

Communicate with Collier County Department Heads and Division Directors to assure that they are familiar with the County's EEO objectives.

Collier County will continue to offer a diversity training course to emphasize the benefits of learning how to understand, respect and value the difference among people.

**Step 7: External Dissemination**

Continue to include the statement "Collier County is an Equal Opportunity Employer" on the website and job postings, and the wording "An Equal Opportunity Employer" on the job application.

Post the EEO Plan and information explaining how applicants and members of the public may obtain a copy of the EEO Plan on Collier County's Internet website.

Annually inform all active recruiting sources, if any, in writing of the EEO Plan and the commitment of Collier County to provide equal opportunities for all qualified candidates.



**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
<b>Officials/Administrators</b>																
Workforce #/%	59/54%	2/2%	2/2%	0/0%	0/0%	0/0%	0/0%	0/0%	38/35%	4/4%	2/2%	1/1%	1/1%	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 #/%	-2%	-5%	0%	0%	-0%	0%	-0%	-0%	5%	0%	1%	1%	0%	0%	0%	0%
<b>Professionals</b>																
Workforce #/%	96/49%	12/6%	5/3%	0/0%	2/1%	0/0%	0/0%	0/0%	67/34%	8/4%	3/2%	0/0%	2/1%	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 #/%	15%	0%	1%	0%	0%	0%	-0%	-0%	-11%	-3%	-2%	-0%	0%	0%	-0%	0%
<b>Technicians</b>																
Workforce #/%	86/39%	27/12%	9/4%	2/1%	2/1%	0/0%	0/0%	0/0%	70/32%	20/9%	2/1%	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 #/%	10%	7%	-1%	1%	0%	0%	-1%	0%	-4%	-9%	-3%	0%	0%	-1%	0%	0%
<b>Protective Services: Sworn</b>																
Workforce #/%	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 #/%																
<b>Protective Services: Non-sworn</b>																
Workforce #/%	108/56%	28/15%	3/2%	0/0%	0/0%	0/0%	0/0%	0/0%	48/25%	5/3%	1/1%	0/0%	0/0%	0/0%	0/0%	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 #/%	11%	15%	2%	0%	0%	0%	0%	0%	-30%	3%	1%	0%	0%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	155/32%	20/4%	10/2%	0/0%	1/0%	0/0%	0/0%	0/0%	242/50%	39/8%	11/2%	1/0%	6/1%	0/0%	0/0%	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 #/%	6%	-3%	-0%	-0%	-0%	0%	-0%	-0%	2%	-4%	-0%	0%	0%	-0%	-0%	-0%	
<b>Skilled Craft</b>																	
Workforce #/%	105/79%	21/16%	4/3%	1/1%	1/1%	0/0%	0/0%	0/0%	1/1%	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 #/%	29%	-24%	-1%	1%	0%	0%	-0%	0%	-2%	-3%	-0%	0%	0%	0%	0%	-0%	
<b>Service/Maintenance</b>																	
Workforce #/%	129/53%	79/32%	16/7%	2/1%	0/0%	0/0%	0/0%	0/0%	10/4%	5/2%	3/1%	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 #/%	30%	5%	2%	1%	-2%	0%	-0%	-0%	-14%	-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
<b>Officials/Administrators</b>		✓														
<b>Professionals</b>									✓							
<b>Technicians</b>										✓	✓					
<b>Protective Services: Non-sworn</b>									✓							
<b>Administrative Support</b>		✓								✓						
<b>Skilled Craft</b>		✓														
<b>Service/Maintenance</b>									✓	✓	✓					

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

Division Director - Human Resources

08-18-2017

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