

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

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.

1. White females were significantly under-represented in the following categories: Professionals (-15%), Technicians (-22%) and Service Maintenance (-9%)
2. Hispanic or Latino females were significantly under-represented in the following categories: Technicians (-10%) and Service Maintenance (-15%)
3. Black or African American females were significantly under-represented in the Service Maintenance category (-4%)
4. White males were significantly under-represented in the following categories: Professionals (-9%), Protective Services: Sworn (-25%) and Administrative Support (-7%)
5. Hispanic or Latino males were significantly under-represented in the Skilled Craft category (-15%)
6. Black or African American males were significantly under-represented in the Protective Services: Sworn category (-7%)

Upon review of the County's 2017 EEO Utilization Report, we have seen positive trends in recruiting and retaining White, Hispanic or Latino, and Black or African American females in the Protective Services Sworn, Administrative Support, Technicians categories. We have also seen improvements of hiring and retention of Hispanic males in the Officials/Administrators and Administrative Support categories in this two year period.

As a result of the analysis, the Collier County EEO 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 White males to apply for vacancies in the Professionals, Protective Services: Sworn, and Administrative Support 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 Professionals, Protective Services: Sworn, and Administrative Support categories in the last fiscal year to determine whether White 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 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, Florida Gulf Coast University (FGCU), and other organizations as deemed appropriate.

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

- 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 Skilled Craft category 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 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), and other organizations as deemed appropriate.

3. To encourage Black or African American males to apply for vacancies in the Protective Services: Sworn category.

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 Protective Services: Sworn category in the last fiscal year to determine whether Black or African American 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 Black or African American 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), and other organizations as deemed appropriate.

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

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 Service/Maintenance category 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 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), and other organizations as deemed appropriate.

5. To encourage White females to apply for vacancies in the Professionals, 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 these categories in prior 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 County will continue outreach to this applicant group, 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, Florida Gulf Coast University (FGCU), and other organizations as deemed appropriate.

6. To encourage Hispanic or Latino 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 Technicians 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 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, 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 diversity training courses 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 County's 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
Officials/Administrators																
Workforce #/%	198/47%	27/6%	14/3%	0/0%	2/0%	0/0%	1/0%	0/0%	137/33%	33/8%	4/1%	0/0%	1/0%	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%	2%	0%	0%	0%	0%	-0%	3%	4%	0%	0%	-0%	0%	0%	0%
Professionals																
Workforce #/%	145/46%	32/10%	10/3%	1/0%	2/1%	0/0%	0/0%	0/0%	95/30%	23/7%	8/3%	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 #/%	11%	4%	1%	0%	-0%	0%	-0%	-0%	-15%	0%	-1%	-0%	-0%	0%	-0%	0%
Technicians																
Workforce #/%	94/46%	43/21%	13/6%	1/0%	2/1%	0/0%	1/0%	0/0%	29/14%	18/9%	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 #/%	17%	16%	1%	0%	0%	0%	-0%	0%	-22%	-10%	-3%	0%	0%	-1%	0%	0%
Protective Services: Sworn																
Workforce #/%	81/39%	40/19%	4/2%	1/0%	1/0%	0/0%	0/0%	0/0%	61/29%	15/7%	2/1%	0/0%	1/0%	0/0%	1/0%	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 #/%	-25%	9%	-7%	0%	-1%	0%	0%	0%	17%	5%	-0%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	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 #/%																
Administrative Support																
Workforce #/%	60/19%	14/4%	4/1%	0/0%	0/0%	0/0%	0/0%	0/0%	157/49%	58/18%	23/7%	0/0%	3/1%	0/0%	2/1%	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 #/%	-7%	-2%	-1%	-0%	-0%	0%	-0%	-0%	1%	6%	5%	-0%	0%	-0%	0%	-0%	
Skilled Craft																	
Workforce #/%	93/68%	34/25%	5/4%	0/0%	2/1%	0/0%	0/0%	0/0%	2/1%	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 #/%	19%	-15%	-1%	-0%	1%	0%	-0%	0%	-1%	-3%	-0%	0%	0%	0%	0%	-0%	
Service/Maintenance																	
Workforce #/%	123/39%	126/40%	21/7%	1/0%	1/0%	0/0%	0/0%	0/0%	30/10%	5/2%	6/2%	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 #/%	16%	13%	2%	0%	-1%	0%	-0%	-0%	-9%	-15%	-4%	-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: 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

Division Director, Human Resources

10-30-2019

[signature]

[title]

[date]