

# EEO Utilization Report

## Organization Information

Name: Glynn County Board Of Commissioners

City: Brunswick

State: GA

Zip: 31520

Type: County/Municipal Law Enforcement

## **Step 1: Introductory Information**

### **Policy Statement:**

Recruitment, Applications and Examination Employment Policy:

It is the policy of the Board of Commissioners to promote truthfulness in employment applications and to prohibit discrimination in the employment of any person who is an applicant for a position because of race, religion, color, sex, age, disability, political affiliation, or national origin. Any official or employee of the County government with information concerning a violation of the provisions of this Section may file a written complaint alleging unlawful discrimination with the County Manager or appointing authority, as applicable.

4.1.1 The Americans with Disabilities Act (ADA) requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of the Glynn County Board of Commissioners not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment. Glynn County will make an individualized assessment of whether a qualified individual with a disability meets the selection criteria for employment decisions. To the extent Glynn County's selection criteria have the effect of disqualifying an individual because of a disability, those criteria will be job-related and consistent with business necessity. (Amended May 6, 2010)

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

In reviewing the Utilization Analysis Chart, the Human Resources Department of the Glynn County Board of Commissioners made the following observations:

White and African American males are underutilized in both the Administrative Support category.

White and African American females are underutilized in both the Service and Maintenance category.

Hispanic males are underutilized in the Skilled Craft category.

African American males and females, White and Hispanic females, are all underutilized in the Protective Services categories.

White and African American females are both underutilized in the Technicians category.

White females are underutilized in the Professionals category.

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

### **1. Glynn County Board of Commissioners is committed to providing equal employment opportunities for every qualified candidate regardless of race, age, or gender.**

- a. Our organization will review all the employment data related to the underutilized categories to identify any issues that may pose barriers to those in our labor markets.
- b. Human Resources will communicate the report to the department and executive leadership teams to strengthen our recruitment efforts in the underutilized categories.

## **Step 6: Internal Dissemination**

Glynn County Board of Commissioners and the Human Resources Office will ensure internal dissemination by:

- Posting the report on our Glynn County internal website (GCINFO).
- Distribute a copy of the EEOP Report to all Glynn County Departments and make it available on their communication bulletins.
- Include a statement in our quarterly newsletter advising our employees of the availability of the EEOP Report.

## **Step 7: External Dissemination**

Glynn County Board of Commissioners will ensure external dissemination by:

- Posting the final EEOP Report of our public County website for accessibility and review.

**Utilization Analysis Chart**  
**Relevant Labor Market: Glynn County, Georgia**

| 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 #/%                                     | 46/64%    | 0/0%               | 4/6%                      | 1/1%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 18/25%    | 0/0%               | 2/3%                      | 0/0%                             | 1/1%   | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #/%   | 2,220/50% | 65/1%              | 265/6%                    | 0/0%                             | 4/0%  | 0/0%                                      | 0/0%              | 0/0%  | 1,485/33% | 4/0%               | 425/9%                    | 0/0%                             | 10/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| Utilization #/%                                   | 14%       | -1%                | -0%                       | 1%                               | -0%   | 0%  | 0%                | 0%    | -8%       | -0%                | -7%                       | 0%                               | 1%     | 0%  | 0%                | 0%    |
| <b>Professionals</b>                              |           |                    |                           |                                  |       |   |                   |       |           |                    |                           |                                  |        |   |                   |       |
| Workforce #/%                                     | 68/50%    | 0/0%               | 12/9%                     | 0/0%                             | 2/1%  | 0/0%                                      | 0/0%              | 0/0%  | 42/31%    | 2/1%               | 8/6%                      | 2/1%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #/%   | 2,745/40% | 190/3%             | 285/4%                    | 0/0%                             | 50/1% | 0/0%                                      | 20/0%             | 0/0%  | 2,725/40% | 140/2%             | 570/8%                    | 0/0%                             | 105/2% | 0/0%                                      | 25/0%             | 0/0%  |
| Utilization #/%                                   | 10%       | -3%                | 5%                        | 0%                               | 1%    | 0%  | -0%               | 0%    | -9%       | -1%                | -2%                       | 1%                               | -2%    | 0%  | -0%               | 0%    |
| <b>Technicians</b>                                |           |                    |                           |                                  |       |   |                   |       |           |                    |                           |                                  |        |   |                   |       |
| Workforce #/%                                     | 29/66%    | 0/0%               | 1/2%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 9/20%     | 0/0%               | 5/11%                     | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #/%   | 250/24%   | 0/0%               | 50/5%                     | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 480/45%   | 0/0%               | 275/26%                   | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%  |
| Utilization #/%                                   | 42%       | 0%                 | -2%                       | 0%                               | 0%    | 0%  | 0%                | 0%    | -25%      | 0%                 | -15%                      | 0%                               | 0%     | 0%  | 0%                | 0%    |
| <b>Protective Services: Sworn-Officials</b>       |           |                    |                           |                                  |       |   |                   |       |           |                    |                           |                                  |        |   |                   |       |
| Workforce #/%                                     | 0/        | 0/                 | 0/                        | 0/                               | 0/    | 0/  | 0/                | 0/    | 0/        | 0/                 | 0/                        | 0/                               | 0/     | 0/  | 0/                | 0/    |
| CLS #/%   | 710/56%   | 45/4%              | 190/15%                   | 0/0%                             | 15/1% | 0/0%                                      | 15/1%             | 0/0%  | 210/17%   | 30/2%              | 50/4%                     | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%  |
| Utilization #/%                                   |           |                    |                           |                                  |       |   |                   |       |           |                    |                           |                                  |        |   |                   |       |
| <b>Protective Services: Sworn-Patrol Officers</b> |           |                    |                           |                                  |       |   |                   |       |           |                    |                           |                                  |        |   |                   |       |
| Workforce #/%                                     | 141/58%   | 7/3%               | 35/14%                    | 1/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 30/12%    | 2/1%               | 25/10%                    | 1/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%  |
| Civilian Labor Force #/%                          | 1,045/28% | 90/2%              | 760/20%                   | 0/0%                             | 10/0% | 0/0%                                      | 20/1%             | 0/0%  | 1,055/28% | 225/6%             | 465/12%                   | 0/0%                             | 35/1%  | 0/0%                                      | 15/0%             | 0/0%  |
| Utilization #/%                                   | 30%       | 0%                 | -6%                       | 0%                               | -0%   | 0%  | -1%               | 0%    | -16%      | -5%                | -2%                       | 0%                               | -1%    | 0%  | -0%               | 0%    |
| <b>Protective Services: Non-sworn</b>             |           |                    |                           |                                  |       |   |                   |       |           |                    |                           |                                  |        |   |                   |       |
| Workforce #/%                                     | 125/58%   | 7/3%               | 16/7%                     | 1/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 35/16%    | 2/1%               | 27/13%                    | 0/0%                             | 1/0%   | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #/%   | 0/0%      | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 0/0%      | 0/0%               | 15/100%                   | 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 |
| Utilization #/%               | 58%       | 3%                 | 7%                        | 0%                               | 0%    | 0%  | 0%                | 0%    | 16%       | 1%                 | -87%                      | 0%                               | 0%     | 0%  | 0%                | 0%    |
| <b>Administrative Support</b> |           |                    |                           |                                  |       |   |                   |       |           |                    |                           |                                  |        |   |                   |       |
| Workforce #/%                 | 14/9%     | 0/0%               | 1/1%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 108/67%   | 1/1%               | 37/23%                    | 0/0%                             | 1/1%   | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #/%                       | 2,500/23% | 80/1%              | 690/6%                    | 0/0%                             | 65/1% | 0/0%                                      | 10/0%             | 20/0% | 5,315/48% | 235/2%             | 1,805/16%                 | 0/0%                             | 175/2% | 0/0%                                      | 55/1%             | 45/0% |
| Utilization #/%               | -14%      | -1%                | -6%                       | 0%                               | -1%   | 0%  | -0%               | -0%   | 18%       | -2%                | 6%                        | 0%                               | -1%    | 0%  | -1%               | -0%   |
| <b>Skilled Craft</b>          |           |                    |                           |                                  |       |   |                   |       |           |                    |                           |                                  |        |   |                   |       |
| Workforce #/%                 | 47/75%    | 0/0%               | 14/22%                    | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 2/3%      | 0/0%               | 0/0%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #/%                       | 3,260/75% | 350/8%             | 545/12%                   | 0/0%                             | 40/1% | 0/0%                                      | 50/1%             | 0/0%  | 100/2%    | 0/0%               | 20/0%                     | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%  |
| Utilization #/%               | -0%       | -8%                | 10%                       | 0%                               | -1%   | 0%  | -1%               | 0%    | 1%        | 0%                 | -0%                       | 0%                               | 0%     | 0%  | 0%                | 0%    |
| <b>Service/Maintenance</b>    |           |                    |                           |                                  |       |   |                   |       |           |                    |                           |                                  |        |   |                   |       |
| Workforce #/%                 | 25/51%    | 0/0%               | 20/41%                    | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 2/4%      | 0/0%               | 2/4%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #/%                       | 4,225/32% | 835/6%             | 2,235/17%                 | 0/0%                             | 50/0% | 0/0%                                      | 15/0%             | 4/0%  | 3,175/24% | 455/3%             | 2,240/17%                 | 4/0%                             | 60/0%  | 0/0%                                      | 55/0%             | 25/0% |
| Utilization #/%               | 19%       | -6%                | 24%                       | 0%                               | -0%   | 0%  | -0%               | -0%   | -20%      | -3%                | -13%                      | -0%                              | -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 |
| <b>Professionals</b>                              |       |                    |                           |                                  |       |   |                   |       | ✓      |                    |                           |                                  |       |   |                   |       |
| <b>Technicians</b>                                |       |                    |                           |                                  |       |   |                   |       | ✓      |                    | ✓                         |                                  |       |   |                   |       |
| <b>Protective Services: Sworn-Patrol Officers</b> |       |                    | ✓                         |                                  |       |   |                   |       | ✓      | ✓                  |                           |                                  |       |   |                   |       |
| <b>Protective Services: Non-sworn</b>             |       |                    |                           |                                  |       |   |                   |       |        |                    | ✓                         |                                  |       |   |                   |       |
| <b>Administrative Support</b>                     | ✓     |                    | ✓                         |                                  |       |   |                   |       |        |                    |                           |                                  |       |   |                   |       |
| <b>Skilled Craft</b>                              |       | ✓                  |                           |                                  |       |   |                   |       |        |                    |                           |                                  |       |   |                   |       |
| <b>Service/Maintenance</b>                        |       |                    |                           |                                  |       |   |                   |       | ✓      |                    | ✓                         |                                  |       |   |                   |       |

### Law Enforcement Category Rank 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>Protective Services:<br/>Sworn-Patrol Officers</b> |         |                    |                           |                                  |       |   |                   |       |        |                    |                           |                                  |       |   |                   |       |
| Workforce #/%   | 141/58% | 7/3%               | 35/14%                    | 1/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 30/12% | 2/1%               | 25/10%                    | 1/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |

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: Dwayne Pollock

Assistant HR Director

01-07-2020

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