

# EEO Utilization Report

## Organization Information

Name: Hamilton County Government

City: Chattanooga

State: TN

Zip: 37403

Type: County/Municipal Government (not law enforcement)

## **Step 1: Introductory Information**

### **Policy Statement:**

Hamilton County provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age (40 or older), disability, veterans status, sexual orientation, genetic information, political affiliation or any other protected category. In addition to federal law requirements, Hamilton County complies with applicable state and local laws governing nondiscrimination in employment in every location in which it has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation and training.

Hamilton County also prohibits any form of retaliation against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

This policy and the principles of equal employment opportunity also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with Hamilton County.

Violations of this policy, regardless of whether or not an actual law has been violated, will not be tolerated. Hamilton County will promptly and thoroughly investigate every issue that is brought to its attention in this area and will take appropriate disciplinary action.

If an employee feels that he/she has been subjected to discrimination, they should immediately report such treatment in accordance with the procedures in Section 800 of this handbook.

Please contact your supervisor, Human Resources or the Equal Employment Opportunity Office if you have questions about this policy.

## Step 4b: Narrative of Interpretation

Based on the results shown in the Utilization Analysis Chart, there appears to be underutilized segments of our population in the following categories:

Professionals: White Males; Asian Females  
Technicians: Asian Males; White Females  
Protective Services: Sworn: Black Males  
Protective Services: Non-sworn: White Males; Black Males  
Administrative Support: White Males  
Service Maintenance: White Females; Black Females

However, according to the Congressional Research Service's "Unemployment Rates during the COVID-19 Pandemic" report, the Coronavirus Disease 2019 pandemic has had a significant effect on labor market metrics for every state, economic sector, and major demographic group in the United States.

Among other findings, the report shows the following:

- The labor force participation rate declined to 60.2% in April 2020 a level not seen since the early 1970s then began a partial recovery in May 2020. The labor force participation rate was 61.6% in May 2021, 1.8 percentage points below the level in January 2020, before the pandemic and the economic recession.
- The COVID-19 pandemic has impacted economic sectors disparately...the education and services sector and the government sector have exhibited the second and third-largest losses in jobs since January 2020, despite relatively low unemployment rates among persons last employed in these sectors.
- The COVID-19 pandemic has impacted demographic groups disparately. Although all demographic groups were affected, persons identifying as Black or Hispanic and younger workers generally experienced relatively high peaks in unemployment and relatively steep declines in labor force participation over the course of the pandemic. Additionally, persons with lower educational attainment have generally experienced relatively higher unemployment rates and lower labor force participation throughout the pandemic.

## Step 5: Objectives and Steps

### **1. Technicians Job Category: Hamilton County's objective is to provide equal employment opportunities for Asian males and White females.**

- a. Hamilton County will designate a human resources staff person to act as a liaison and outreach coordinator to educational institutions and organizations with significant Asian males and White females.
- b. Hamilton County will review all employment organizational data related to the Technicians job category to identify any issues that may pose barriers for White males and Asian females (e.g. review the records of exit interviews of former employees; examine applicant flow data for recent vacancies; review job posting and advertising practices; determine whether there are in-house career paths; evaluate the hiring, retention and attrition rates for particular positions or for particular offices.)
- c. Based on the internal review of employment data, we will design an action plan within three months of the date of this EEOP to attract more Asian males and White females. Within twelve months of the date of this EEOP, we will review our action plan and evaluate our progress.

### **2. Protective Services: Sworn Job Category: Hamilton County's objective is to provide equal employment opportunities for Black males.**

- a. Hamilton County will designate a human resources staff person to act as a liaison and outreach coordinator to educational institutions and organizations with significant Black males.
- b. Hamilton County will review all employment organizational data related to the Protective Services: Sworn job category to identify any issues that may pose barriers for Black males (e.g. review the records of exit interviews of former employees; examine applicant flow data for recent vacancies; review job posting and advertising practices; determine whether there are in-house career paths; evaluate the hiring, retention and attrition rates for particular positions or for particular offices.)
- c. Based on the internal review of employment data, we will design an action plan within three months of the date of this EEOP to attract more Black males. Within twelve months of the date of this EEOP, we will review our action plan and evaluate our progress.

**3. Protective Services: Non-sworn Job Category: Hamilton County's objective is to provide equal employment opportunities for White males and Black males.**

- a. Hamilton County will designate a human resources staff person to act as a liaison and outreach coordinator to educational institutions and organizations with significant White and Black males.
- b. Hamilton County will review all employment organizational data related to the Protective Services: Non-sworn job category to identify any issues that may pose barriers for White and Black males (e.g. review the records of exit interviews of former employees; examine applicant flow data for recent vacancies; review job posting and advertising practices; determine whether there are in-house career paths; evaluate the hiring, retention and attrition rates for particular positions or for particular offices.)
- c. Based on the internal review of employment data, we will design an action plan within three months of the date of this EEOP to attract more White and Black males. Within twelve months of the date of this EEOP, we will review our action plan and evaluate our progress.

**4. Administrative Support Job Category: Hamilton County's objective is to provide equal employment opportunities for White males**

- a. Hamilton County will designate a human resources staff person to act as a liaison and outreach coordinator to educational institutions and organizations with significant White males.
- b. Hamilton County will review all employment organizational data related to the Administrative Support job category to identify any issues that may pose barriers for White males (e.g. review the records of exit interviews of former employees; examine applicant flow data for recent vacancies; review job posting and advertising practices; determine whether there are in-house career paths; evaluate the hiring, retention and attrition rates for particular positions or for particular offices.)
- c. Based on the internal review of employment data, we will design an action plan within three months of the date of this EEOP to attract more White males. Within twelve months of the date of this EEOP, we will review our action plan and evaluate our progress.

**5. Service/Maintenance Job Category: Hamilton County's objective is to provide equal employment opportunities for White females and Black females**

- a. Hamilton County will designate a human resources staff person to act as a liaison and outreach coordinator to educational institutions and organizations with significant White and Black females.
- b. Hamilton County will review all employment organizational data related to the Service/Maintenance job category to identify any issues that may pose barriers for White and Black females (e.g. review the records of exit interviews of former employees; examine applicant flow data for recent vacancies; review job posting and advertising practices; determine whether there are in-house career paths; evaluate the hiring, retention and attrition rates for particular positions or for particular offices.)
- c. Based on the internal review of employment data, we will design an action plan within three months of the date of this EEOP to attract more White and Black females. Within twelve months of the date of this EEOP, we will review our action plan and evaluate our progress.

**6. Professional Job Category: Hamilton County's objective is to provide equal employment opportunities for White males and Asian females**

- a. Hamilton County will designate a human resources staff person to act as a liaison and outreach coordinator to educational institutions and organizations with significant White males and Asian females.

b. Hamilton County will review all employment organizational data related to the Professional job category to identify any issues that may pose barriers for White males and Asian females (e.g. review the records of exit interviews of former employees; examine applicant flow data for recent vacancies; review job posting and advertising practices; determine whether there are in-house career paths; evaluate the hiring, retention and attrition rates for particular positions or for particular offices.)

c. Based on the internal review of employment data, we will design an action plan within three months of the date of this EEOP to attract more White males and Asian females. Within twelve months of the date of this EEOP, we will review our action plan and evaluate our progress.

### **Step 6: Internal Dissemination**

Hamilton County will disseminate our EEOP Utilization Report internally by:

Distributing a copy of the EEOP Utilization Report to all Hamilton County Elected Officials, Administrators and Directors;

Posting the EEOP Utilization Report on the intranet under the Human Resources Policies section;

Notifying every employee that a copy of the EEOP Utilization Report is available on the intranet;

Posting information on bulletin boards in employee break areas regarding the EEOP Utilization Report; and

Placing a bound copy of the EEOP Utilization Report in the lobby of Human Resources Office.

### **Step 7: External Dissemination**

Hamilton County will disseminate our EEOP Utilization Report externally by:

Notifying applicants, vendors, and contractors in writing or electronically that the County has developed an EEOP Utilization Report and that it is available on request for review in Human Resources Office and the Equal Employment Opportunity Office;

Posting a copy of the EEOP Utilization Report on Hamilton Countys public website; and

Including on all job announcements for positions that applicants may review a copy of Hamilton Countys EEOP Utilization Report upon request.

**Utilization Analysis Chart**  
**Relevant Labor Market: Hamilton County, Tennessee**

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 #/%	24/56%	0/0%	3/7%	0/0%	0/0%	0/0%	0/0%	0/0%	14/33%	1/2%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	12,610/55%	200/1%	860/4%	10/0%	385/2%	15/0%	75/0%	30/0%	7,315/32%	80/0%	1,225/5%	0/0%	105/0%	0/0%	55/0%	10/0%
Utilization #/%	1%	-1%	3%	-0%	-2%	-0%	-0%	-0%	1%	2%	-3%	0%	-0%	0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	86/31%	2/1%	6/2%	0/0%	1/0%	0/0%	0/0%	0/0%	143/51%	3/1%	38/14%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	12,340/37%	220/1%	995/3%	60/0%	475/1%	10/0%	50/0%	15/0%	15,890/48%	345/1%	1,765/5%	25/0%	585/2%	0/0%	195/1%	25/0%
Utilization #/%	-7%	0%	-1%	-0%	-1%	-0%	-0%	-0%	3%	0%	8%	-0%	-2%	0%	-1%	-0%
<b>Technicians</b>																
Workforce #/%	144/58%	3/1%	16/6%	0/0%	0/0%	0/0%	1/0%	0/0%	55/22%	6/2%	20/8%	1/0%	1/0%	0/0%	0/0%	0/0%
CLS #/%	2,645/36%	15/0%	255/4%	0/0%	160/2%	0/0%	0/0%	0/0%	3,375/46%	50/1%	695/10%	0/0%	35/0%	0/0%	30/0%	0/0%
Utilization #/%	22%	1%	3%	0%	-2%	0%	0%	0%	-24%	2%	-1%	0%	-0%	0%	-0%	0%
<b>Protective Services: Sworn</b>																
Workforce #/%	129/65%	3/2%	6/3%	3/2%	0/0%	0/0%	0/0%	0/0%	49/25%	2/1%	5/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,130/64%	45/1%	575/17%	0/0%	0/0%	0/0%	10/0%	0/0%	480/14%	30/1%	75/2%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	2%	0%	-14%	2%	0%	0%	-0%	0%	11%	0%	0%	0%	0%	0%	0%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	25/25%	2/2%	4/4%	0/0%	0/0%	0/0%	0/0%	0/0%	50/51%	5/5%	13/13%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	95/59%	0/0%	20/12%	0/0%	0/0%	0/0%	0/0%	0/0%	45/28%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-34%	2%	-8%	0%	0%	0%	0%	0%	22%	5%	13%	0%	0%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	34/12%	9/3%	5/2%	1/0%	0/0%	0/0%	0/0%	0/0%	155/54%	31/11%	50/17%	1/0%	2/1%	0/0%	0/0%	0/0%
CLS #/%	15,350/29%	320/1%	1,740/3%	30/0%	160/0%	0/0%	95/0%	0/0%	28,755/55%	375/1%	4,820/9%	100/0%	325/1%	4/0%	220/0%	65/0%

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 #/%	-18%	3%	-2%	0%	-0%	0%	-0%	0%	-1%	10%	8%	0%	0%	-0%	-0%	-0%
<b>Skilled Craft</b>																
Workforce #/%	8/100%	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 #/%	14,690/83%	1,095/6%	1,020/6%	15/0%	105/1%	85/0%	95/1%	50/0%	455/3%	15/0%	160/1%	0/0%	4/0%	0/0%	4/0%	0/0%
Utilization #/%	17%	-6%	-6%	-0%	-1%	-0%	-1%	-0%	-3%	-0%	-1%	0%	-0%	0%	-0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	95/79%	3/2%	13/11%	2/2%	1/1%	0/0%	0/0%	0/0%	3/2%	1/1%	2/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	23,240/41%	2,575/5%	6,305/11%	70/0%	275/0%	0/0%	260/0%	115/0%	15,130/27%	1,060/2%	6,320/11%	20/0%	440/1%	0/0%	190/0%	100/0%
Utilization #/%	38%	-2%	-0%	2%	0%	0%	-0%	-0%	-24%	-1%	-10%	-0%	-1%	0%	-0%	-0%

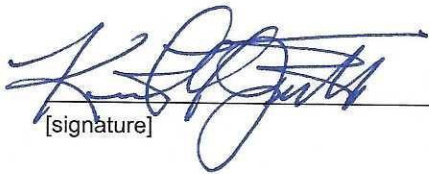
**Significant Underutilization Chart**

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: Sworn			✓													
Protective Services: Non-sworn	✓		✓													
Administrative Support	✓															
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 EEO Officer 08/12/21  
[signature] [title] [date]