

# EEO Utilization Report

## Organization Information

Name: Bannock County

City: Pocatello

State: ID

Zip: 83201

Type: County/Municipal Court

## **Step 1: Introductory Information**

### **Policy Statement:**

Bannock County Personnel Policy Section I.B states:

#### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

All selection of Bannock County employees and all employment decisions, including classification, transfer, discipline, and discharge, will be made without regard to race, religion, sex, age, national origin, non-job-related disability or any and all other protected classes recognized by law. No job or class of jobs will be closed to any individual except where a mental or physical attribute, sex, or age is a bona fide occupational qualification. All objections to hiring or other employment practices shall be brought to the attention of the office/department of the elected official or office/department head, or supervisor, or in the case of objection to actions undertaken by that person, to County civil legal counsel and human resources.

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

Bannock County understands that the utilization analysis chart identifies notable underrepresentation of employees who are white females in the technical job category, Hispanic or Latino males and females in the protective services sworn officer category, and white males in administrative support positions.

The County understands that white females are underutilized in technical positions based on this chart. The technical job classification includes many positions that the county doesn't have that are likely to be more attractive for females such as dental assisting. At the County, Heavy equipment operators make up a majority of the positions in this category. The most recent equipment operator competitive recruitment produced 9 successful candidates, 1 female and 8 males. This ratio of applicants is typical for equipment operator positions at the county. It appears there is little interest from females compared to males for these positions.

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

### **1. Increase the number of white females in the technical job category**

- a. Targeted hiring panel training: Most technical positions are equipment operators in the Road and Bridge Department. When there is a vacancy in a technical position Human Resources will work closely with this department to ensure hiring panel members are diverse and are trained on the county recruitment procedure including equal opportunity and avoiding illegal discrimination.
- b. Improve access through technology: The Human Resources Department will implement an electronic application system. Links to apply online will be published on the County website. The new electronic application will be easier to complete and submit than the current paper application. It should eliminate physical barriers by eliminating a requirement to bring a physical application to the courthouse, or to scan and e-mail. Support will be available for those who need assistance with the electronic application.
- c. Targeted and expanded outreach: Human resources and the county PIO will develop a social media campaign for recruiting employees. An aspect of this campaign will be to develop messages that will be appealing to women who may be interested in technical positions.
- d. Evaluation and measures: Human Resources and the PIO will review at least annually data from several reports, identify trends, and adjust plans accordingly. The reports include (1) This EEOP utilization report, especially underutilization percentages (2) social media analytics for targeted messages (3) demographic reports on applicants for technical jobs.

### **2. Increase number of Hispanic or Latino males and females in Sworn Officer positions**

- a. Targeted hiring panel training: Sworn Officer positions are in the Sheriff's Office, and most vacancies are in the detention division. There are almost always vacancies for detention positions. Human Resources will work closely with this department to ensure hiring panel members are diverse and are trained on the county recruitment procedure including equal opportunity and avoiding illegal discrimination.
- b. Evaluation and measures: Human Resources and the PIO will review at least annually data from several reports, identify trends, and adjust plans accordingly. The reports include (1) This EEOP utilization report, especially underutilization percentages (2) Social Media Analytics for targeted messages (3) Demographic reports on applicants for sworn officer positions.
- c. Improve access through technology: The Human Resources Department will implement an electronic application system. Links to apply online will be published on the County website. The new electronic application will be easier to complete and submit than the current paper application. It should eliminate physical barriers by eliminating a requirement to bring a physical application to the Sheriff's office. Support will be available for those who need assistance with the electronic application.
- d. Targeted and expanded outreach: Human resources and the county PIO will develop a social media campaign for recruiting employees. An aspect of this campaign will be to develop messages that will be appealing to Hispanics or Latinos who may be interested in sworn officer positions. There are certain regions in Idaho with greater Hispanic or Latino populations and we will send messages to these communities specifically.

### **3. Increase the number of white males in the Administrative Support Job Category**

- a. Targeted hiring panel training: There are administrative positions throughout the county. When there is a vacancy in an administrative position Human Resources will work closely with this department to ensure hiring panel members are diverse and are trained on the county recruitment procedure including equal opportunity and avoiding illegal discrimination.
- b. Improve access through technology: The Human Resources Department will implement an electronic application system. Links to apply online will be published on the County website. The new electronic application will be easier to complete and submit than the current paper application. It should eliminate physical barriers by eliminating a requirement to bring a physical application to the courthouse, or to scan and e-mail. Support will be available for those who need assistance with the electronic application.
- c. Targeted and expanded outreach: Human resources and the county PIO will develop a social media campaign for recruiting employees. An aspect of this campaign will be to develop messages that will be appealing to men who may be interested in administrative positions.
- d. Evaluation and measures: Human Resources and the PIO will review at least annually data from several reports, identify trends, and adjust plans accordingly. The reports include (1) This EEOP utilization report, especially underutilization percentages (2) Social Media Analytics for targeted messages (3) Demographic reports on applicants for technical jobs.

## **Step 6: Internal Dissemination**

Bannock County shall:

1. Post the EEOP on the County intranet on the Human Resources page.
2. Send copies of the EEOP to elected officials and department heads through e-mail.
3. Discuss the EEOP during a round-table meeting coordinated by Human Resources for department heads and individuals who support recruitment processes.

## **Step 7: External Dissemination**

Bannock County shall:

1. Post the EEOP report on a public bulletin board at the County Courthouse.
2. Post the EEOP report on the Human Resources webpage.
3. Paper copies of the EEOP shall be available at the Human Resources office upon request.

**Utilization Analysis Chart**  
**Relevant Labor Market: Idaho**

| 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 #/%                                     | 20/56%     | 0/0%               | 0/0%                      | 1/3%                             | 0/0%     | 1/3%                                      | 0/0%              | 1/3%   | 13/36%     | 0/0%               | 0/0%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%   |
| CLS #/%   | 48,320/60% | 1,825/2%           | 120/0%                    | 180/0%                           | 460/1%   | 20/0%                                     | 405/1%            | 135/0% | 26,985/33% | 1,390/2%           | 80/0%                     | 275/0%                           | 130/0% | 4/0%                                      | 455/1%            | 20/0%  |
| Utilization #/%                                   | -4%        | -2%                | -0%                       | 3%                               | -1%      | 3%  | -1%               | 3%     | 3%         | -2%                | -0%                       | -0%                              | -0%    | -0%                                       | -1%               | -0%    |
| <b>Professionals</b>                              |            |                    |                           |                                  |          |   |                   |        |            |                    |                           |                                  |        |   |                   |        |
| Workforce #/%                                     | 22/43%     | 0/0%               | 0/0%                      | 2/4%                             | 0/0%     | 0/0%                                      | 0/0%              | 0/0%   | 23/45%     | 0/0%               | 0/0%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 4/8%   |
| CLS #/%   | 47,910/43% | 1,910/2%           | 190/0%                    | 225/0%                           | 1,560/1% | 65/0%                                     | 505/0%            | 220/0% | 55,305/49% | 2,255/2%           | 90/0%                     | 505/0%                           | 935/1% | 65/0%                                     | 555/0%            | 150/0% |
| Utilization #/%                                   | 1%         | -2%                | -0%                       | 4%                               | -1%      | -0%                                       | -0%               | -0%    | -4%        | -2%                | -0%                       | -0%                              | -1%    | -0%                                       | -0%               | 8%     |
| <b>Technicians</b>                                |            |                    |                           |                                  |          |   |                   |        |            |                    |                           |                                  |        |   |                   |        |
| Workforce #/%                                     | 33/69%     | 0/0%               | 0/0%                      | 0/0%                             | 0/0%     | 1/2%                                      | 1/2%              | 1/2%   | 11/23%     | 0/0%               | 0/0%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 1/2%   |
| CLS #/%   | 8,050/42%  | 285/1%             | 40/0%                     | 55/0%                            | 225/1%   | 0/0%                                      | 149/1%            | 10/0%  | 9,220/48%  | 515/3%             | 10/0%                     | 155/1%                           | 225/1% | 15/0%                                     | 80/0%             | 95/0%  |
| Utilization #/%                                   | 27%        | -1%                | -0%                       | -0%                              | -1%      | 2%  | 1%                | 2%     | -25%       | -3%                | -0%                       | -1%                              | -1%    | -0%                                       | -0%               | 2%     |
| <b>Protective Services: Sworn-Officials</b>       |            |                    |                           |                                  |          |   |                   |        |            |                    |                           |                                  |        |   |                   |        |
| Workforce #/%                                     | 34/89%     | 0/0%               | 1/3%                      | 0/0%                             | 0/0%     | 0/0%                                      | 0/0%              | 0/0%   | 3/8%       | 0/0%               | 0/0%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%   |
| CLS #/%   | 8,190/76%  | 450/4%             | 40/0%                     | 170/2%                           | 60/1%    | 0/0%                                      | 105/1%            | 10/0%  | 1,555/14%  | 90/1%              | 35/0%                     | 65/1%                            | 0/0%   | 0/0%                                      | 0/0%              | 0/0%   |
| Utilization #/%                                   | 13%        | -4%                | 2%                        | -2%                              | -1%      | 0%  | -1%               | -0%    | -7%        | -1%                | -0%                       | -1%                              | 0%     | 0%  | 0%                | 0%     |
| <b>Protective Services: Sworn-Patrol Officers</b> |            |                    |                           |                                  |          |   |                   |        |            |                    |                           |                                  |        |   |                   |        |
| Workforce #/%                                     | 60/58%     | 0/0%               | 1/1%                      | 0/0%                             | 0/0%     | 0/0%                                      | 0/0%              | 8/8%   | 28/27%     | 0/0%               | 0/0%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 6/6%   |
| Civilian Labor Force #/%                          | 34,510/49% | 6,210/9%           | 265/0%                    | 525/1%                           | 275/0%   | 95/0%                                     | 730/1%            | 105/0% | 22,465/32% | 4,120/6%           | 220/0%                    | 385/1%                           | 285/0% | 0/0%                                      | 350/0%            | 265/0% |
| Utilization #/%                                   | 10%        | -9%                | 1%                        | -1%                              | -0%      | -0%                                       | -1%               | 8%     | -5%        | -6%                | -0%                       | -1%                              | -0%    | 0%  | -0%               | 5%     |
| <b>Protective Services: Non-sworn</b>             |            |                    |                           |                                  |          |   |                   |        |            |                    |                           |                                  |        |   |                   |        |

| 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  |
| Workforce #/%                 | 2/20%      | 0/0%               | 0/0%                      | 0/0%                             | 0/0%     | 0/0%                                      | 0/0%              | 0/0%   | 7/70%       | 0/0%               | 0/0%                      | 0/0%                             | 0/0%     | 0/0%                                      | 0/0%              | 1/10%  |
| CLS #/%                       | 455/33%    | 15/1%              | 0/0%                      | 10/1%                            | 0/0%     | 0/0%                                      | 45/3%             | 0/0%   | 730/54%     | 80/6%              | 15/1%                     | 10/1%                            | 0/0%     | 0/0%                                      | 0/0%              | 0/0%   |
| Utilization #/%               | -13%       | -1%                | 0%                        | -1%                              | 0%       | 0%  | -3%               | 0%     | 16%         | -6%                | -1%                       | -1%                              | 0%       | 0%  | 0%                | 10%    |
| <b>Administrative Support</b> |            |                    |                           |                                  |          |   |                   |        |             |                    |                           |                                  |          |   |                   |        |
| Workforce #/%                 | 8/6%       | 0/0%               | 0/0%                      | 0/0%                             | 0/0%     | 0/0%                                      | 0/0%              | 1/1%   | 112/87%     | 0/0%               | 0/0%                      | 3/2%                             | 0/0%     | 1/1%                                      | 0/0%              | 4/3%   |
| CLS #/%                       | 54,390/31% | 4,215/2%           | 395/0%                    | 310/0%                           | 350/0%   | 175/0%                                    | 625/0%            | 85/0%  | 103,570/59% | 7,275/4%           | 430/0%                    | 1,240/1%                         | 885/1%   | 270/0%                                    | 1,240/1%          | 330/0% |
| Utilization #/%               | -25%       | -2%                | -0%                       | -0%                              | -0%      | -0%                                       | -0%               | 1%     | 28%         | -4%                | -0%                       | 2%                               | -1%      | 1%  | -1%               | 3%     |
| <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 #/%                       | 56,625/82% | 6,800/10%          | 440/1%                    | 480/1%                           | 290/0%   | 320/0%                                    | 680/1%            | 90/0%  | 2,945/4%    | 450/1%             | 105/0%                    | 75/0%                            | 80/0%    | 0/0%                                      | 40/0%             | 0/0%   |
| Utilization #/%               | 18%        | -10%               | -1%                       | -1%                              | -0%      | -0%                                       | -1%               | -0%    | -4%         | -1%                | -0%                       | -0%                              | -0%      | 0%  | -0%               | 0%     |
| <b>Service/Maintenance</b>    |            |                    |                           |                                  |          |   |                   |        |             |                    |                           |                                  |          |   |                   |        |
| Workforce #/%                 | 14/67%     | 0/0%               | 1/5%                      | 1/5%                             | 0/0%     | 1/5%                                      | 0/0%              | 2/10%  | 2/10%       | 0/0%               | 0/0%                      | 0/0%                             | 0/0%     | 0/0%                                      | 0/0%              | 0/0%   |
| CLS #/%                       | 85,065/43% | 22,040/11%         | 715/0%                    | 1,230/1%                         | 1,060/1% | 140/0%                                    | 1,455/1%          | 335/0% | 67,395/34%  | 12,505/6%          | 330/0%                    | 790/0%                           | 1,560/1% | 80/0%                                     | 1,060/1%          | 180/0% |
| Utilization #/%               | 23%        | -11%               | 4%                        | 4%                               | -1%      | 5%  | -1%               | 9%     | -25%        | -6%                | -0%                       | -0%                              | -1%      | -0%                                       | -1%               | -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>Technicians</b>                                    |       |                    |                           |                                  |       |   |                   |       | ✓      |                    |                           |                                  |       |   |                   |       |
| <b>Protective Services:<br/>Sworn-Patrol Officers</b> |       | ✓                  |                           |                                  |       |   |                   |       |        | ✓                  |                           |                                  |       |   |                   |       |
| <b>Administrative Support</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>Captain</b>  |        |                    |                           |                                  |       |   |                   |       |        |                    |                           |                                  |       |   |                   |       |
| Workforce #/%   | 3/75%  | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 1/25%  | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| <b>Director</b>                                       |        |                    |                           |                                  |       |   |                   |       |        |                    |                           |                                  |       |   |                   |       |
| Workforce #/%   | 2/100% | 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%  |
| <b>Lieutenant</b>                                     |        |                    |                           |                                  |       |   |                   |       |        |                    |                           |                                  |       |   |                   |       |
| Workforce #/%   | 4/100% | 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%  |
| <b>Sergeant</b>                                       |        |                    |                           |                                  |       |   |                   |       |        |                    |                           |                                  |       |   |                   |       |
| Workforce #/%   | 9/82%  | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 2/18%  | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| <b>Corporal</b>                                       |        |                    |                           |                                  |       |   |                   |       |        |                    |                           |                                  |       |   |                   |       |
| Workforce #/%   | 16/94% | 0/0%               | 1/6%                      | 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%  |
| <b>Protective Services:<br/>Sworn-Patrol Officers</b> |        |                    |                           |                                  |       |   |                   |       |        |                    |                           |                                  |       |   |                   |       |
| Workforce #/%   | 60/58% | 0/0%               | 1/1%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 8/8%  | 28/27% | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 6/6%  |



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: Ryan Belnap

Human Resources Director

11-03-2021

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[signature]

[title]

[date]