

EEO Utilization Report

Organization Information

Name: COUNTY OF LEBANON

City: LEBANON

State: PA

Zip: 17042-6794

Type: County/Municipal Government

Section 1: EEO Policy Statement

Policy Statement:

Please see uploaded policy statement.

Following File has been uploaded:EEOP Policy - NEW handbook.pdf

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The County provides equal employment opportunities to all Employees and applicants for employment, without regard to race, ethnicity, religion, sex, national origin, age, disability, veteran status, marital status, political affiliation, sexual orientation, or status in any group protected by federal, state or local laws. This Policy applies to all parts of the County, including, but not limited to, the recruitment, hire, and promotion for all job classifications, compensation, benefits, transfers, layoffs, terminations, recalls from layoff, discipline, County-sponsored training and development, and all other privileges, terms, and conditions of employment.

The County will afford to qualified applicants and Employees with known disabilities reasonable accommodations that do not create an undue hardship. Any Employee that is in need of an accommodation should make a written request to the Director of Human Resources.

The County is committed to the uniform application of this Policy without distinguishing Employees, except on the basis of merit, and the existence of occupational qualifications.

The County maintains an Equal Employment Opportunity Plan (Plan). The Plan is an analysis and review of the existing workforce, as well as newly hired employees compared to existing labor market supply of qualified minority applicants. The Plan is intended to seek and prevent any disparity between the available labor force and the existing County workforce.

Parties/Roles:

- A. All employees who make decisions with respect to recruitment, evaluation, selection, promotion, compensation, training and termination of employees are responsible for adhering to the EEO Policy and Plan, and ensuring that all employment practices are free from discriminatory factors.
- B. Elected officials, department heads and other designated employees shall be responsible for employment practices including, but are not limited to the following:
 - 1. Provide training and development for all employees without regard to age, sex, race, ethnicity, religion, national origin, political affiliation, marital or veteran status, sexual orientation, disability or status in any group protected by federal, state or local law.
 - 2. Assist in identifying problem areas and establishing goals and objectives. A problem area exists when an area of recruitment, selection, compensation, training, etc. does not meet the standards consistent with equal employment goals.
- C. The Director of Human Resources shall have the overall responsibility for the implementation of the County's Plan, with specific responsibilities assigned to other designated persons. The responsibilities of the Director of Human Resources include, but are not limited to the following:
 - 1. Coordination of equal employment efforts; and
 - 2. Research and development of the County's Plan and statistics.

Actions/Procedures:

- A. General Procedures:
 - 1. Recruitment for candidates will include actively seeking qualified individuals by: maintaining consistency in advertising the availability of employment to all sources of recruitment, both internally and externally.
 - 2. All personnel activity, including referrals, transfers, promotions, terminations and compensation shall be monitored on a regular basis to ensure that all practices are non-discriminatory.
 - 3. The County is not limited to efforts identified in the Plan. If appropriate, or as required by specific programs, supplements to the Plan should be developed by individual offices or agencies as required.
- B. Actions for Identifying and Correcting Problem Areas:
 - 1. Upon identification of a problem area, the Director of Human Resources shall be notified.
 - 2. The Director of Human Resources and other designated staff will develop a set of goals to correct the problem and set forth a timeframe in which to accomplish those goals.
 - 3. The goals shall be monitored on a scheduled basis during the course of the timeframe that is set.

4. At the end of the set timeframe, the Director of Human Resources or other designated staff shall determine the effectiveness of the goals. If the area of employment is still considered to be a problem area, new goals and timeframes will be set.

Dissemination of the Plan:

1. The County's Plan shall be disseminated both internally and externally.
2. The County's Policy shall be discussed with each new Employee during his orientation session.
3. The County's Plan shall be readily accessible to the public and to all agencies that conduct business with the County, including the Human Resources page of the County website, www.lebcounty.org, the Human Resources Bulletin Board at the Municipal Building, and posted within each department and visible to all employees and to County agencies.

Open Door Policy:

The County maintains an "open door" policy for anyone who believes they have been discriminated against on the basis of race, ethnicity, sex, national origin, religion, age, marital or veteran status, sexual orientation, political affiliation or disability.

Any Employee who believes he has been the subject of discrimination should immediately discuss the situation with his Supervisor and/or follow Department Head chain-of-command. If the Supervisor or Department Head is not available or the individual is the subject of the complaint, the employee shall contact the Director of Human Resources and/or any affiliated union representative and a resolution will be sought. Employees who make claims of discrimination shall not be subject to retaliatory conduct.

To report a discrimination complaint:

1. Employee should immediately discuss the situation with his Supervisor and/or follow Department Head chain-of-command. If the Supervisor or Department Head is not available or the individual is the subject of the complaint, the employee shall contact the Director of Human Resources and/or any affiliated union representative and a resolution will be sought.
2. Employee shall file a written complaint with the Director of Human Resources.
3. If employee is not satisfied with the outcome of the complaint, he may file a written complaint with the Pennsylvania Human Relations Commission (PHRC), Harrisburg Regional Office, Executive Offices, 333 Market Street, 8th Floor, Harrisburg, Pennsylvania 17101-2210 at Telephone: (717) 787-4410 (voice); (717) 787 7279 (TTY); or www.phrc.state.pa.us; or the Equal Employment Opportunity Commission (EEOC), Philadelphia District EEOC Office, 801 Market Street, Suite 1300, Philadelphia, Pennsylvania 19107-3127 at Telephone: 1-800-669-4000 or 1-866-408-8075; Fax: (215) 440-2606.

STEP 5: Utilization Analysis – Narrative of Interpretation

A comparison of the County of Lebanon's government workforce to the Community Labor Statistics for Lebanon County indicates underutilization of both the minority and white population in several job categories.

Specifically, the analysis shows the most significant underutilization in the White male Officials/Administrators, Professionals, Administrative Support and Service/Maintenance categories, as well as the Asian male Protective Services – Sworn category. The White female population showed significant underutilization in the Technicians and Protective Services: Non-sworn-Patrol Officers categories, as well as the Black or African American female Protective Services – Sworn category.

In evaluation of the County utilization analysis chart which further displays job categories with underutilization of two or more standard deviations, the following areas were identified. For the minority populations, the analysis showed much lower percentages of underutilization ranging from -1% to -8% for Hispanic/Latino males and females, -2% for Black/African American males to 3% females, -1% for Asian males and females, and Two or More Races there is a -1% underutilization.

The County of Lebanon commits to having a workforce that reflects the community it serves while providing equal employment opportunities to all who apply. Thus, the County of Lebanon will focus on addressing all areas of underutilization and explore additional methods of communicating employment opportunities to all race and ethnic groups. As such, the County of Lebanon has identified the following areas of concern.

Officials/Administrators – Underutilization of White males by -22%, Hispanic/Latino males by -4%

Professionals – Underutilization of White males by -10%

Technicians – Underutilization of Hispanic or Latino males by -4%, Black or African American males by -3%, White females by -3%, Asian males by -1%; White females by -11%, Hispanic or Latino females by -6%, Black or African American females by -1%

Protective Services: Sworn– Underutilization of White males by -10%, Asian males by -4%, Black or African American females by -5%

Protective Services: Non-Sworn – Underutilization of White males by -3%, and White females by -24%

Administrative Support – Underutilization of White males by -13% and Hispanic/Latino males by -1%, Black or African American males by -1%

Skilled Craft – Underutilization of Hispanic/Latino males by -12%, Black or African American males by -1%, Asian males by -1% and White females by -1%,

Service/Maintenance – Underutilization of White males by -21%, Hispanic/Latino males by -6%, Black or African American males by -1%, Two or More Races/Other males by -1%, and White females by -4%, Hispanic/Latino females by -1%

Since the previous EEOP filing for the County, the underutilization for the following categories has improved:

Officials/Administrators - Asian males and Black or African American males improved from -1% to 0%

Professionals - Black or African American males from -1% to 0%, and Asian females from -1% to 2%

Technicians - White females has improved from -43% to -11%, Black or African American females from -3% to -1%

Protective Services: Sworn - Hispanic/Latino males from -3% to 4%, Black or African American males from -7% to 3%, and White females from -14% to 12%

Protective Services: Non-Sworn - Black or African American males from -10% to 12%, and White females from -31% to -24%

Administrative Support – White males from -18% to -13%, and Hispanic/Latino males from -2% to -1%

Skilled Craft – White females from -9% to -4%

Service/Maintenance – Hispanic/Latino females from -4% to -1%, and Black or African American females from -1% to 3%

The utilization in all categories strongly relies on the population of the County at the time of the analysis, as well as workforce and societal factors. While the County strives to fully include all labor market categories, the labor market statistics drive the utilization numbers and are not a 100% accurate reflection of the current, active, labor market in our County. We will continue to utilize this report and look for ways to modify our actions plans to focus on specific categories.

Section 5: Narrative Interpretation of Data

Please see attached document.

Following File has been uploaded:STEP 5 - Utilization Analysis - Narrative of Interpretation 2024.pdf

Section 6: Objectives and Steps

1. 1. To expand recruitment efforts and encourage White males to apply for vacancies in the Officials/Administrators, Professionals, Service/Maintenance and Administrative Support job categories; Asian males to apply for vacancies in the Protective Services: Sworn Officials categories. As well as White females to apply for vacancies in the Technicians and Protective Services: Non-sworn job categories; Black or African American females to apply for vacancies in the Protective Services: Sworn Patrol Officer job categories, the County has done and will continue to:

- a. Has designated a member of our human resources team to serve as a liaison and outreach coordinator to educational institutions and professional organizations
- b. The County of Lebanon will identify particular County departments, offices or job positions that represent a significant underutilization of above listed categories. Based on the results from this analysis and other data collected, the County will develop a recruitment action plan
- c. The County will continue to participate in local job fairs, as well as conduct job fairs for specific departments where significant vacancies are identified
- d. The County will continue to post vacancies with the local schools and colleges, with online recruitment agencies, on billboards, on social media and through various print resources in an effort to reach all nationalities and income classifications to offer equal employment opportunities
- e. The County will continue to enhance outreach efforts by contacting local organizations in an effort to recruit employees

2. 2. Monitor the employment process to ensure equal employment opportunities:

- a. Utilize the workforce analysis to identify County departments, offices or job positions that represent a significant underutilization and modify the recruitment action plan accordingly if necessary
- b. Continue to review and evaluate information received from exit interview forms to improve retention

3. 3. Educate Hiring Officials, i.e. Department Heads and Elected Officials, regarding EEO compliance and the importance of maintaining the Countys EEOP and the goals set there in:

- a. Provide training on appropriate hiring processes to remain in compliance with EEO
- b. Provide training on EEO compliance and the Countys EEOP and policy
- c. Reach out to Department Heads and Elected Officials to discuss suggestions to improve the Countys EEOP

Section 7: Dissemination Strategy: Internal

Internal Dissemination:

The County of Lebanon posts a copy of the EEOP on the employment bulletin board outside of the Employee Benefits Office, Room 200a, in the Municipal Building for access/review.

The County of Lebanon posts a copy of the EEOP on the bulletin board inside of the Commissioners Office in the Municipal Building, Room 207, for access/review.

The County of Lebanon distributes the EEOP to each of the departments to post in visible/easily accessible areas of their department for access/review.

The Human Resources Department notifies all employees annually regarding how to obtain a copy of the EEOP Utilization Report.

The Human Resources Department distributes a copy of the EEOP to all employees annually.

Section 7: Dissemination Strategy: External

External Dissemination:

The County of Lebanon will include the statement "Equal Employment Opportunity Employer" on all job postings and employment advertisements.

The County of Lebanon will inform Department Heads and Elected Officials as to how applicants, employees and members of the public may obtain a copy of the EEOP.

A Printable version of the EEOP will be available on the County of Lebanons public website, on the Career Opportunities page for access/review.

A copy of the EEOP is available on the bulletin board inside of the Commissioners Office in the Municipal Building, Room 207, for employees and members of the public to access/review/obtain a copy.

A copy of the EEOP is available on the employment bulletin board outside of the Employee Benefits Office, Room 200a, in the Municipal Building.

Utilization Analysis Chart
Relevant Labor Market: Lebanon County
, Pennsylvania

| 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 #/% | 10/42% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 13/54% | 1/4% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 3,335/64% | 235/4% | 10/0% | 0/0% | 15/0% | 0/0% | 10/0% | 1,535/29% | 65/1% | 0/0% | 0/0% | 10/0% | 0/0% | 15/0% |
| Utilization #/% | -22% | -4% | -0% | 0% | -0% | 0% | -0% | 25% | 3% | 0% | 0% | -0% | 0% | -0% |
| Professionals | | | | | | | | | | | | | | |
| Workforce #/% | 39/27% | 4/3% | 1/1% | 0/0% | 2/1% | 0/0% | 0/0% | 79/55% | 8/6% | 4/3% | 0/0% | 4/3% | 0/0% | 2/1% |
| CLS #/% | 3,070/37% | 125/2% | 55/1% | 10/0% | 70/1% | 0/0% | 15/0% | 4,510/55% | 270/3% | 40/0% | 0/0% | 45/1% | 0/0% | 15/0% |
| Utilization #/% | -10% | 1% | 0% | -0% | 1% | 0% | -0% | 0% | 2% | 2% | 0% | 2% | 0% | 1% |
| Technicians | | | | | | | | | | | | | | |
| Workforce #/% | 39/62% | 2/3% | 0/0% | 1/2% | 0/0% | 0/0% | 1/2% | 18/29% | 2/3% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 2,435/38% | 435/7% | 195/3% | 0/0% | 90/1% | 0/0% | 15/0% | 2,540/40% | 595/9% | 35/1% | 0/0% | 15/0% | 10/0% | 4/0% |
| Utilization #/% | 24% | -4% | -3% | 2% | -1% | 0% | 1% | -11% | -6% | -1% | 0% | -0% | -0% | -0% |
| Protective Services: Sworn | | | | | | | | | | | | | | |
| Workforce #/% | 44/58% | 8/11% | 2/3% | 0/0% | 0/0% | 0/0% | 2/3% | 18/24% | 2/3% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 655/68% | 65/7% | 0/0% | 0/0% | 40/4% | 0/0% | 25/3% | 110/11% | 25/3% | 50/5% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | -10% | 4% | 3% | 0% | -4% | 0% | 0% | 12% | 0% | -5% | 0% | 0% | 0% | 0% |
| Protective Services: Non-sworn | | | | | | | | | | | | | | |
| Workforce #/% | 32/44% | 9/12% | 4/5% | 0/0% | 0/0% | 0/0% | 1/1% | 21/29% | 4/5% | 1/1% | 0/0% | 0/0% | 0/0% | 1/1% |
| CLS #/% | 40/47% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 45/53% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | -3% | 12% | 5% | 0% | 0% | 0% | 1% | -24% | 5% | 1% | 0% | 0% | 0% | 1% |
| Administrative Support | | | | | | | | | | | | | | |
| Workforce #/% | 35/16% | 2/1% | 0/0% | 0/0% | 0/0% | 0/0% | 2/1% | 143/66% | 25/12% | 2/1% | 0/0% | 3/1% | 0/0% | 4/2% |
| CLS #/% | 3,365/29% | 215/2% | 75/1% | 0/0% | 25/0% | 0/0% | 90/1% | 6,810/58% | 860/7% | 155/1% | 15/0% | 80/1% | 0/0% | 20/0% |
| Utilization #/% | -13% | -1% | -1% | 0% | -0% | 0% | 0% | 8% | 4% | -0% | -0% | 1% | 0% | 2% |
| Skilled Craft | | | | | | | | | | | | | | |

| 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 #/% | 6/100% | 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% |
| CLS #/% | 4,105/80% | 630/12% | 60/1% | 0/0% | 55/1% | 0/0% | 35/1% | 200/4% | 45/1% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 20% | -12% | -1% | 0% | -1% | 0% | -1% | -4% | -1% | 0% | 0% | 0% | 0% | 0% |
| Service/Maintenance | | | | | | | | | | | | | | |
| Workforce #/% | 2/9% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 19/83% | 1/4% | 1/4% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 7,525/44% | 1,400/8% | 315/2% | 0/0% | 105/1% | 0/0% | 90/1% | 6,115/36% | 995/6% | 175/1% | 0/0% | 250/1% | 0/0% | 150/1% |
| Utilization #/% | -35% | -8% | -2% | 0% | -1% | 0% | -1% | 47% | -1% | 3% | 0% | -1% | 0% | -1% |

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 | | | | | ✓ | | | | | ✓ | | | | |
| 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.

Certified As Final By: Michelle Edris

Director of Human Resources

10-28-2024

[signature]

[title]

[date]

