

EEO Utilization Report

Organization Information

Name: Allegheny County

City: Pittsburgh

State: PA

Zip: 15219

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

Allegheny County is an equal opportunity employer. It is the policy of Allegheny County that employees and applicants shall receive consideration and treatment consistent with all equal employment opportunity laws in all terms and conditions of work and the pre-employment process. Allegheny County does not discriminate against anyone on the basis of a protected class including: race; color; religion; national origin; ancestry or place of birth; sex; gender identity or expression; sexual orientation; disability; military status; marital status; familial status; age (40 and older); use of a guide or support animal because of blindness, deafness or physical disability of any individual or independent contractor or because of the disability of an individual with whom the person is known to have an association; or on any other basis protected by federal, state or local law.

Following File has been uploaded:ADHR Policy Revised 1.2012 - Copy.pdf

Step 4b: Narrative of Interpretation

See Attachment

Following File has been uploaded:EEOP workforce analysis.docx

Step 5: Objectives and Steps

1. To encourage Hispanic or Latino males to apply for positions in the Professionals, Protective Services: Sworn and Service Maintenance job categories.

a. The Allegheny County Department of Human Resources will analyze the merit eligibility lists developed in the past year for vacancies within these job categories to determine if Hispanic or Latino males were underrepresented on the lists and to determine if the underrepresentation is specific to particular job titles. Current and accurate job descriptions will be maintained to ensure qualified applicants fill all vacancies.

b. The Allegheny County Department of Human Resources will partner with local organizations, which service the Hispanic or Latino communities, such as the Hispanic Chamber of Commerce, the Latin American Student Center, Allegheny County CareerLink, Labor Council for Latin American Advancement, the 1st Baptist of Pittsburgh, Saint Regis Church, Casa San Jose and the Latin American Cultural Union.

2. To encourage Hispanic or Latino females to apply for positions in the Service/Maintenance job category.

a. The Allegheny County Department of Human Resources will analyze the merit eligibility lists developed in the past year for vacancies within these job categories to determine if Hispanic or Latino females were underrepresented on the lists and to determine if the underrepresentation is specific to particular job titles. Current and accurate job descriptions will be maintained to ensure qualified applicants fill all vacancies.

b. The Allegheny County Department of Human Resources will partner with local organizations, which service the Hispanic or Latino communities, such as the Hispanic Chamber of Commerce, the Latin American Student Center, Allegheny County CareerLink, Labor Council for Latin American Advancement, 1st Baptist of Pittsburgh, Saint Regis Church, Casa San Jose and the Latin American Cultural Union.

3. To encourage Asian males to apply for positions in the Professional and Administrative Support job categories and to encourage Asian females to apply for positions in the Professional and Service/Maintenance job categories.

a. The Allegheny County Department of Human Resources will analyze the merit eligibility lists developed in the past year for vacancies within these job categories to determine if Asian males were underrepresented on the lists and to determine if the underrepresentation is specific to particular job titles. Current and accurate job descriptions will be maintained to ensure qualified applicants fill all vacancies.

b. The Allegheny County Department of Human Resources will partner with local organizations, which service the Asian communities, such as the Organization of Chinese Americans, the Tzu Chi Foundation, the Allegheny County CareerLink, the National Association of Asian American Professionals, Organizations of Chinese Americans, Vietnamese Association, Japan-American Society of PA and the Asian American Chamber of Commerce in Pittsburgh to make available all job announcements.

4. To encourage White females to apply for positions in the Protected Services Non-Sworn job category.

a. The Allegheny County Department of Human Resources will analyze the merit eligibility lists developed in the past year for vacancies within these job categories to determine if White females were underrepresented on the lists and to determine if the underrepresentation is specific to particular job titles. Current and accurate job descriptions will be maintained to ensure qualified applicants fill all vacancies.

b. The Allegheny County Department of Human Resources will analyze the merit eligibility lists developed in the past year for vacancies within these job categories to determine if White females were underrepresented on the lists and to determine if the underrepresentation is specific to particular job titles. Current and accurate job descriptions will be maintained to ensure qualified applicants fill all vacancies.

5. To encourage White females to apply to apply for positions in the Service/Maintenance job category.

a. The Allegheny County Department of Human Resources will analyze the merit eligibility lists developed within the past year within this job category to determine if White females were underrepresented on the lists and to determine if the underrepresentation is specific to this job category. Lists for future vacancies will also be analyzed. Current and accurate job descriptions will be maintained to ensure qualified applicants fill all vacancies.

b. The Allegheny County Department of Human Resources will continue its relationship with local colleges, business schools and vocational schools that target specific jobs within this job category.

6. To increase diversity in applicant pools for job categories in which Allegheny County employs the most individuals to include more applicants from the following populations: Hispanic or Latino, American Indian/Alaska Native, Native Hawaiian or other Pacific Islander and individuals with Two or More Races.

a. The Allegheny County and Vibrant Pittsburgh share a set of values in believing a diverse workforce is essential to long-term success. Therefore, the Allegheny County Workforce Diversity Specialist will partner with Vibrant Pittsburgh to attract and promote a diverse workforce.

b. The Allegheny County Department of Human Resources will analyze the merit eligibility lists developed within the past year within these job categories to determine if any minority population or females were underrepresented on the lists and to determine if the underrepresentation is specific to particular job titles. Lists for future vacancies will also be analyzed. Current and accurate job descriptions will be maintained to ensure qualified applicants fill all vacancies.

c. The Allegheny County Department of Human Resources will continue its current outreach efforts through representation at school and college career-days, at career fairs, and community forums.

d. The Allegheny County Department of Human Resources will partner with local organizations, which service minority communities, such as the Organization of Chinese Americans, the Tzu Chi Foundation, the National Association of Asian American Professionals, Allegheny County CareerLink, the Hispanic Chamber of Commerce, the Latin American Student Center, 1st Baptist of Pittsburgh, the Latin American Cultural Union, Saint Regis Church, Asian/Pacific Advocates and 3 Rivers American Indian Center.

7. To continue to encourage black or African American males and males with two or more races to apply for positions in the Protected Services Sworn job category.

a. The Allegheny County Department of Human Resources will partner with local organizations, which service diverse communities, such as the Urban League of Pittsburgh, Allegheny County CareerLink, Vibrant Pittsburgh, the Hill House Association, all Allegheny County chapters of the NAACP, the PA Governors Advisory Commission on African American Affairs, African American Chamber of Commerce, Manchester Bidwell Training Center, Black Elected Officials Coalition and the Kingsley Association to make available all job announcements.

b. The Allegheny County Department of Human Resources will analyze the merit eligibility lists developed within the past year for vacancies within this job category to determine if Black or African American males and males with Two or More races were underrepresented on the lists and to determine if that underrepresentation is specific to particular job titles. Lists for future vacancies will also be analyzed. Current and accurate job descriptions will be maintained to ensure qualified applicants fill all vacancies.

c. The Allegheny County Department of Human Resources, in coordination with the Department of Police and the Sheriffs Office, will partner with local schools, colleges and universities that offer education in the fields of criminal justice and public service to conduct informational sessions about employment opportunities and to explain in detail the work performed within those departments.

Step 6: Internal Dissemination

Allegheny Countys Department of Human Resources will continue to disseminate the Equal Employment Opportunity Plan (EEO) Utilization Report internally in the following manner:

1. Distribute the EEO Utilization Report to all department directors.
2. Conduct informational seminars with all department directors or personnel officers to explain the objectives of the plan and the means of achieving those objectives.
3. Post the EEO Policy and all relevant state and federal posters concerning EEO at all County work locations.
4. Inform all new employees of the EEO Policy and EEO Utilization Report during orientation.
5. Ensure that all department directors inform all employees of the EEO Utilization Report and its implications.

Step 7: External Dissemination

External Dissemination

Allegheny Countys Department of Human Resources will continue to disseminate the Equal Employment Opportunity Plan (EEO) Utilization Report externally in the following manner:

1. Include the phrase "Allegheny County is an Equal Opportunity Employer" in all job announcements for position openings.
2. Upon request, distribute copies of the EEO Utilization Report to local organizations involved with the placement of women and minorities.
3. Make copies of the EEO Utilization Report available in the Department of Human Resources for distribution to job applicants.
4. Post the EEO Utilization Report on the Countys internet website.

Utilization Analysis Chart
Relevant Labor Market: Allegheny 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 #/%	180/41%	1/0%	15/3%	2/0%	7/2%	0/0%	3/1%	0/0%	192/44%	3/1%	30/7%	0/0%	1/0%	0/0%	4/1%	0/0%
CLS #/%	48,380/53%	795/1%	1,880/2%	50/0%	1,320/1%	0/0%	285/0%	70/0%	33,435/37%	490/1%	2,850/3%	45/0%	640/1%	0/0%	190/0%	115/0%
Utilization #/%	-12%	-1%	1%	0%	0%	0%	0%	-0%	7%	0%	4%	-0%	-0%	0%	1%	-0%
Professionals																
Workforce #/%	580/33%	2/0%	55/3%	0/0%	4/0%	0/0%	3/0%	0/0%	835/48%	9/1%	216/12%	0/0%	20/1%	0/0%	14/1%	0/0%
CLS #/%	62,340/40%	1,025/1%	2,695/2%	85/0%	4,435/3%	0/0%	355/0%	420/0%	73,225/47%	935/1%	5,575/4%	70/0%	2,810/2%	40/0%	445/0%	200/0%
Utilization #/%	-7%	-1%	1%	-0%	-3%	0%	-0%	-0%	1%	-0%	9%	-0%	-1%	-0%	1%	-0%
Technicians																
Workforce #/%	42/24%	1/1%	5/3%	0/0%	3/2%	0/0%	0/0%	0/0%	84/47%	0/0%	39/22%	0/0%	2/1%	0/0%	1/1%	0/0%
CLS #/%	10,535/42%	105/0%	525/2%	0/0%	550/2%	0/0%	30/0%	0/0%	11,145/44%	130/1%	1,495/6%	0/0%	430/2%	0/0%	120/0%	75/0%
Utilization #/%	-18%	0%	1%	0%	-0%	0%	-0%	0%	3%	-1%	16%	0%	-1%	0%	0%	-0%
Protective Services: Sworn																
Workforce #/%	844/72%	6/1%	72/6%	0/0%	0/0%	0/0%	2/0%	0/0%	194/16%	1/0%	58/5%	0/0%	1/0%	0/0%	2/0%	0/0%
CLS #/%	8,510/73%	145/1%	965/8%	0/0%	20/0%	0/0%	150/1%	40/0%	1,355/12%	10/0%	410/4%	15/0%	40/0%	0/0%	35/0%	0/0%
Utilization #/%	-1%	-1%	-2%	0%	-0%	0%	-1%	-0%	5%	-0%	1%	-0%	-0%	0%	-0%	0%
Protective Services: Non-sworn																
Workforce #/%	53/57%	0/0%	11/12%	0/0%	0/0%	0/0%	0/0%	0/0%	22/24%	0/0%	7/8%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	585/40%	34/2%	10/1%	0/0%	0/0%	0/0%	10/1%	0/0%	750/51%	0/0%	80/5%	10/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	17%	-2%	11%	0%	0%	0%	-1%	0%	-27%	0%	2%	-1%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	463/27%	5/0%	56/3%	1/0%	1/0%	0/0%	2/0%	0/0%	919/54%	9/1%	214/13%	2/0%	6/0%	1/0%	16/1%	0/0%
CLS #/%	59,420/32%	645/0%	5,555/3%	10/0%	955/1%	0/0%	535/0%	235/0%	102,655/5%	1,260/1%	11,675/6%	105/0%	1,390/1%	25/0%	1,040/1%	295/0%

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	
	%								5%		%						
Utilization #/%	-5%	-0%	0%	0%	-0%	0%	-0%	-0%	-1%	-0%	6%	0%	-0%	0%	0%	-0%	
Skilled Craft																	
Workforce #/%	165/93%	0/0%	7/4%	0/0%	0/0%	1/1%	0/0%	0/0%	4/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	
CLS #/%	44,990/88%	485/1%	2,185/4%	80/0%	245/0%	35/0%	220/0%	120/0%	2,230/4%	40/0%	295/1%	0/0%	125/0%	0/0%	4/0%	0/0%	
Utilization #/%	5%	-1%	-0%	-0%	-0%	0%	-0%	-0%	-2%	-0%	-1%	0%	-0%	0%	-0%	0%	
Service/Maintenance																	
Workforce #/%	406/38%	4/0%	120/11%	1/0%	5/0%	0/0%	3/0%	0/0%	287/27%	0/0%	215/20%	0/0%	2/0%	1/0%	12/1%	0/0%	
CLS #/%	71,245/45%	1,855/1%	12,140/8%	75/0%	1,395/1%	30/0%	765/0%	215/0%	55,130/35%	975/1%	10,825/7%	15/0%	1,300/1%	45/0%	610/0%	200/0%	
Utilization #/%	-7%	-1%	4%	0%	-0%	-0%	-0%	-0%	-8%	-1%	13%	-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
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: Laura Zaspel

HR Director

08-08-2019

[signature]

[title]

[date]