

**LEWIS AND CLARK COUNTY**  
**EQUAL EMPLOYMENT**  
**OPPORTUNITY PLAN**

**December, 2015**

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

LEWIS AND CLARK COUNTY

---

McKenzie McCarthy, HR Director

## Table of Contents

<b>Section I: INTRODUCTION TO THE EQUAL EMPLOYMENT OPPORTUNITY PLAN.....</b>	<b>1</b>
<b>Organization History.....</b>	<b>1</b>
<b>Plan Terminology.....</b>	<b>1</b>
<b>Section II: STATEMENT OF POLICY.....</b>	<b>4</b>
<b>Section III: DESIGNATION OF RESPONSIBILITY.....</b>	<b>5</b>
<b>Section IV: DISSEMINATION OF POLICY .....</b>	<b>7</b>
<b>Section V: RESPONSIBILITY FOR IMPLEMENTATION .....</b>	<b>8</b>
<b>Section VI: UTILIZATION ANALYSIS.....</b>	<b>10</b>
<b>Section VII: RELATED EEO ACTIVITIES.....</b>	<b>60</b>
Section 01-02- Non-Discrimination and Equal Employment Opportunity Policy.....	60
Section 01-03- Statement on Equal Employment Action Plan .....	60
Section 01-04- Unlawful Discrimination and Sexual Harassment Policy Statement.....	60
Section 01-05- Statement on the Rights of Individuals with Disabilities .....	61
Section 01-06- Statement on Drug and Alcohol Abuse.....	62



## Section I: INTRODUCTION TO THE EQUAL EMPLOYMENT OPPORTUNITY PLAN

Lewis and Clark County is committed to the policy of equal employment opportunity and to a program which fulfills that policy. This introduction provides a brief overview of the history of Lewis and Clark County. In the following sections, the EEO policy and its implementation are described.

### **Organization History**

Lewis and Clark County, Montana is located in the southwestern part of the state. The county has a land area of approximately 3,513 square miles and a population of approximately 59,302. The state capital and county seat is Helena. Many of the County's offices are located in the historic *1904 Federal Building*, now the City-County Building. Established as a commission form of government in 1915, the county government is comprised of a three-member commission, each elected to staggered six-year terms. There are seven elected county officials that serve four-year terms. *The mission of Lewis and Clark County is to maintain and enhance public health, safety, and welfare for the citizens of the county with responsible management of public resources and full public participation and disclosure.*

### **Plan Terminology**

The mission of Lewis and Clark County is to maintain and enhance public health, safety, and welfare for the citizens of the county with responsible management of public resources and full public participation and disclosure.

Discrimination: The showing that a practice, procedure or test has an adverse effect on at least one protected group and is not job related.

Equal Employment Opportunity (EEO): This is the right of all persons to work and advance on the basis of merit and ability without regard to race, color, national origin, religion, creed, sex, age, marital status, veteran, veteran with disability status, Vietnam era veteran status, or disability.

Equal Employment Opportunity Commission Classifications of Ethnic Groups: This document uses the Equal Employment Opportunity Commission (EEOC) classifications of ethnic groups which are listed below:

White: all persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black: all persons having origins in any of the Black racial groups of Africa, as well as Jamaican, Trinidadian and West Indian.

Hispanic: all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander: all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native: all persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Goal: To have the employees within our various job groups reflect the makeup of qualified individuals within our immediate and reasonable recruitment areas.

Person of Disability: Any person who (a) has a physical or mental impairment which substantially limits one or more major life activities, (b) has a record of such impairment, or (c) is regarded as having such an impairment.

"Physical or mental impairment" means (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: Neurological; musculoskeletal; special organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin and endocrine; or (b) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

"Major life activities" means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

"Has a record of such an impairment" means has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities.

"Is regarded as having an impairment" means (a) has a physical or mental impairment that does not substantially limit major life activities but is treated as if it did; (b) has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or (c) has none of the impairments defined under "physical and mental impairment" but is treated as if he/she had such an impairment.

Protected Age Group: Persons age 40 and over.

Protected Class: Legally identifies groups that are specifically protected by statute against employment discrimination. Protected class recognizes minority group members, females, the elderly, disabled and veteran status by virtue of the law or court decisions interpreting the law.

Qualified Disabled Person: (1) With respect to employment, a person with a disability who, with reasonable accommodation, can perform the essential functions of the job in question; and (2) with respect to education services, a person with a disability who meets the academic and technical standards requisite to admission or participation in the education program or activity.

Relevant Labor Market: That portion of the labor force within Lewis and Clark County's recruitment area possessing the requisite skills.

Underutilization: This exists when fewer protected group members are in a particular job category than would reasonably be expected by their presence in the relevant labor market.

Utilization: The actual number and percentage of men, women, and ethnic groups employed by an organization, in each department or in each job category.

## Section II: STATEMENT OF POLICY

Lewis and Clark County has been and will continue to be an Equal Opportunity Employer. To assure full implementation of Equal Employment Opportunity, Lewis and Clark County will:

1. Recruit, hire, and promote persons in all job classifications, without regard to race, color, national origin, religion, creed, sex, age, marital status, veteran with disability status, Vietnam era veteran status, or disability, except where a bona fide occupational qualification exists.
2. Base placement decisions solely on the individual's qualifications for the position(s) being filled.
3. Make promotional decisions in accordance with principles of Equal Employment Opportunity by imposing only valid requirements for promotional opportunities.
4. Ensure that all personnel actions such as compensation, benefits, transfers, layoffs, returns from layoff and County sponsored training will be administered without regard to race, color, national origin, religion, creed, sex, age, marital status, veteran with disability status, Vietnam era veteran status, or disability, except where a bona fide occupational qualification exists.

## Section III: DESIGNATION OF RESPONSIBILITY

### 1. Board of County Commissioners (BoCC)

The Board of Commissioners shall have the ultimate responsibility for the success of the Equal Employment Opportunity Plan through:

- Encouragement and budgetary assistance to County departments;
- Dissemination of Equal Employment Opportunity oriented information to employees and the general public; and
- Requesting and reviewing Equal Employment Opportunity progress reports.

### 2. Chief Administrative Officer

The Chief Administrative Officer will actively and aggressively support the County's Equal Employment Opportunity Plan by providing for the effective communication of and conformance with the requirements of this Plan.

### 3. Human Resources Director

The Human Resources Director, in implementing the provisions of the Personnel Rules, County Code and Resolutions pertaining to the County's Personnel programs, shall be responsible for:

- The general administration of the Plan;
- Continual review of all personnel policies, employment practices and procedures
- Making such recommendations consistent with progress in realizing full Equal Employment Opportunity; and
- Maintaining legal compliance in coordination with legal resources.

In addition, the Human Resources Director will be responsible for planning and coordinating activities associated with the Plan, including, but not limited to:

- Assisting members of management and Department Directors/Elected Officials in problem identification and resolution relative to any requirement or provision of the program;
- Developing draft policy statements, Equal Employment Opportunity components, and internal and external communication techniques;
- Analyzing and developing employment practices; and
- Developing methods and strategies for improving the County's Equal Employment Opportunity position.

### 4. Elected Officials and Department Directors

Elected Officials and Department Directors shall adhere to the policy and intent of the County's Equal Employment Opportunity Plan by:

- Accepting responsibility for effectuating progress towards the goals and objectives of the Plan;
- Ensuring that appropriate steps are implemented throughout their respective offices/departments that are consistent with and supportive of the Plan; and
- Holding supervisory staff and employees accountable for promoting Equal Employment Opportunity in the work place.

5. County Employees

County employees will be responsible for supporting a work environment which is conducive to achieving the County's Equal Employment Opportunity Plan goals.

## Section IV: DISSEMINATION OF POLICY

### 1. Internal Dissemination

- a) The EEO Policy is available for review in the Human Resources Office.
- b) The County's commitment to EEO is presented as part of our orientation program for new employees.
- c) The intent of the EEO Policy and individual responsibility for the implementation of the County Policy will be discussed periodically at elected official and department director staff meetings.
- d) Meetings with managers and supervisors regarding personnel policy shall include compliance with EEO policy to assist the managers in identifying problem areas and formulating effective solutions.
- e) Informal discussions will be held with County employees, as needed, regarding the County EEO Policy.
- f) The EEO Policy, along with required state and federal EEO notices are posted on bulletin boards throughout the County.

### 2. External Dissemination

- a) All employment opportunity announcement forms contain the message: "Equal Opportunity Employer."
- b) The Lewis and Clark County Application form will continue to be periodically reviewed to determine compliance with the latest state and federal EEO regulations to ensure each applicant is provided the maximum opportunity to display her/his related qualifications.
- c) Recruiting sources, including non-profit minority and female organizations, are regularly informed of Lewis and Clark County's EEO policy and commitment through the distribution of brochures, recruitment announcements, etc. to their respective agencies. The master list of recruiting sources is reviewed on an ongoing basis; suggestions of additional sources are always encouraged and welcomed.
- d) The Lewis and Clark County EEO Policy statement is included in recruiting material.
- e) All recruitment advertising includes the verbiage "Equal Opportunity Employer" or "EOE".
- f) Whenever possible, Lewis and Clark County will do business with other companies who are equal opportunity employers.
- g) The County will be represented at recruitment functions, meetings of community groups, local schools, colleges, and training programs, reasserting the County's commitment to Equal Employment Opportunity.
- h) The Lewis and Clark County Equal Employment Opportunity policy will be posted on the Lewis and Clark County website.

## Section V: RESPONSIBILITY FOR IMPLEMENTATION

### 1. Human Resources Director

The Human Resources Director has the responsibility for the overall direction of the Human Resources Department. This includes the responsibility for the overall effectiveness and implementation of the Equal Employment Opportunity Plan.

The Human Resources Director has the responsibility for the effectiveness and implementation of the Equal Employment Opportunity Plan. The Human Resources Director ensures EEO policies and practices are designed to effectively achieve the goals of the program; monitors the program; is responsible for the overall direction of discrimination investigations; ensures the Human Resource Analysts and the Human Resources Specialist comply in a timely manner with all objectives for implementation of the program.

The Human Resources Director ensures Human Resources staff define valid job requirements. Inflated requirements may rule-out minority or female candidates who are, in fact, capable of doing the work. In addition, the Human Resources Director assists the Human Resources staff in encouraging department directors to actively participate in the effective implementation of the program.

The Human Resources Director also has the responsibility of overseeing staff liaison work with community groups and education institutions on Equal Employment Opportunity recruitment matters; counseling job applicants; and encouraging minorities, women, persons with disabilities and members of other protected groups to apply for County positions.

### 2. Elected Officials/Department Directors

It is the responsibility of all Elected Officials/Department Directors and supervisory staff to implement the Equal Employment Opportunity Plan. Specifically, all Elected Officials/Department Directors will be held accountable for the following:

- a) Assisting the Human Resources Director and Human Resources staff in:
  - (i) identifying problem areas;
  - (ii) formulating solutions; and
  - (iii) establishing and updating departmental goals on an annual basis.
- b) Regularly discussing with lower-level managers and supervisors the importance of and the progress being made regarding EEO goals/policies; ensuring all lower-level managers and supervisors understand EEO policies and the necessity of their support for effective implementation.
- c) Reviewing the qualifications of each employee under her/his supervision to ensure all employees are provided equal opportunity for transfer, training and promotion, and providing career counseling to employees as necessary.
- d) Performing analysis periodically to insure compliance in areas such as:

- (i) Proper display of posters and communiqués.
  - (ii) Comparable facilities such as locker rooms and rest rooms for both sexes.
  - (iii) Minority and female employees are afforded full opportunity and are encouraged to participate in all County-sponsored education, program, recreation, and social activities.
  - (iv) Participating in the periodic review of all position descriptions to ensure they accurately reflect the job being performed.
  - (v) Ensuring all lower-level managers and supervisors understand their role in achieving the Department's EEO objectives.
- e) Preventing any harassing or discriminatory behavior toward employees, applicants, or customers/clients.
  - f) Helping to set goals and implement the Equal Employment Opportunity Plan in her or his department.

### 3. Other Supervisors

Other supervisors, managers and division directors are also responsible for the implementation of an effective EEO program in her or his areas of accountability. Specifically, each supervisor, manager and division director is responsible for the following:

- a) Assisting department directors in:
  - (i) Identifying areas where equal opportunity problems exist and assisting in the formulation of solutions;
  - (ii) Compiling information on the progress made toward EEO goals;
  - (iii) Periodically reviewing position descriptions to ensure they accurately reflect the job being performed; and (iv) Achieving EEO goals.
- b) Ensuring all non-management employees understand Lewis and Clark County's commitment to EEO.
- c) Assisting employees in realizing their full potential with Lewis and Clark County.

## Section VI: UTILIZATION ANALYSIS

This EEO Plan uses job categories for State and Local Government Job Groups by sex and race/ethnicity for the State of Montana geography as defined by the Equal Opportunity Commission.

1. **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department directors, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and- housing, fire, A.B.C. Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.
2. **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.
3. **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.
4. **Protective Service Workers:** Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, firefighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), and kindred workers.
5. **Administrative Support (Including Clerical and Sales):** Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, clerk-typist, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.

6. **Skilled Craft Workers:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, and kindred workers.
  
7. **Service-Maintenance:** Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundkeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/helpers, and kindred workers.

The availability rates used for the EEO Plan are statewide Montana data as follows:

<b>Availability Rates</b> (Census 2010 EEO Data File)		
<u>Job Group</u>	<u>Minority Availability (%)</u>	<u>Female Availability</u>
Officials/Administrators	4.6%	35.9%
Professionals	4.7%	55.1%
Technicians	5.8%	56.4%
Protective Service Workers	11.8%	18.5%
Administrative Support	5.6%	66.4%
Skilled Craft	5.8%	4.9%
Service/Maintenance	9.2%	42.7%

The following pages show availability versus utilization based upon the chart above as compared to the EEO information collected on the actual county workforce. In addition to County-wide charts, this analysis was also done by department. Note that EEO availability data for the entire state of Montana, defined as the relevant labor market was chosen for several reasons, but primarily because it is Lewis and Clark County's policy to recruit state-wide as part of its existing and ongoing EEO efforts.

# JOB GROUP SUMMARY CHART

Lewis and Clark County

(This data includes all County employees as of December 1, 2015)

	TOTAL	MALES					FEMALES					MINORITY TOTAL
		WHITE	BLACK	HSPNC	AM IND	ASIAN	WHITE	BLACK	HSPNC	AM IND	ASIAN	
OFFICIALS & ADMINISTRATORS	35	22					13					0
PROFESSIONALS	110	35					72		2	1		3
TECHNICIANS	33	12					20	1				1
PROTECTIVE SERVICES	65	53		1	1		9			1		3
ADM. SUPPORT	119	16					101			2		2
SKILLED CRAFT	30	30										0
SERVICE MAINTENANCE	42	39			1		2					1
<b>TOTAL</b>	<b>434</b>	<b>207</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>217</b>	<b>1</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>10</b>

# AVAILABILITY versus UTILIZATION ANALYSIS

## Lewis and Clark County

(This data includes all County employees as of December 1, 2015)

		AVAIL RATE	CURRENT MINORITY UTILIZATION		AVAIL RATE	CURRENT FEMALE UTILIZATION	
		%	#	%	%	#	%
<b>TOTAL</b>							
OFFICIALS & ADMINISTRATORS	35	4.6%	0	0.0%	35.9%	13	37.1%
PROFESSIONALS	110	4.7%	3	2.7%	55.1%	75	68.2%
TECHNICIANS	33	5.8%	1	3.0%	56.4%	21	63.6%
PROTECTIVE SERVICES	65	11.8%	3	4.6%	18.5%	10	15.4%
ADM.SUPPORT	119	5.6%	2	1.7%	66.4%	103	86.6%
SKILLED CRAFT	30	5.8%	0	0.0%	4.9%	0	0.0%
SERVICE MAINTENANCE	42	9.2%	1	2.4%	42.7%	2	4.8%
<b>TOTAL</b>	<b>434</b>		<b>10</b>			<b>224</b>	

# MULTI-YEAR COMPARISON DATA

## Lewis and Clark County

### Multi Year Comparison of 2015-2016 Workforce Data

		TOTAL	MALES					FEMALES					MINORITY TOTAL
			WHITE	BLACK	HSPNC	AM IND	ASIAN	WHITE	BLACK	HSPNC	AM IND	ASIAN	
OFFICIALS & ADMINISTRATORS	2015	35	22					13					0
	2016	0											0
PROFESSIONALS	2015	110	35					72		2	1		3
	2016	0											0
TECHNICIANS	2015	33	12					20	1				1
	2016	0											0
PROTECTIVE SERVICES	2015	65	53		1	1		9			1		3
	2016	0											0
ADM. SUPPORT	2015	119	16					101			2		2
	2016	0											0
SKILLED CRAFT	2015	30	30										0
	2016	0											0
SERVICE MAINTENANCE	2015	42	39			1		2					1
	2016	0											0
TOTAL	2015	434	207	0	1	2	0	217	1	2	4	0	10
	2016	0	0	0	0	0	0	0	0	0	0	0	0

# JOB GROUP SUMMARY CHART

## Administration

(This data includes all employees of the BOCC, Finance Department, Superintendent, and Human Resources as of December 1, 2015)

	TOTAL	MALES					FEMALES					MINORITY TOTAL
		WHITE	BLACK	HSPNC	AM IND	ASIAN	WHITE	BLACK	HSPNC	AM IND	ASIAN	
OFFICIALS & ADMINISTRATORS	7	3					4					0
PROFESSIONALS	6	1					4			1		1
TECHNICIANS	0											0
PROTECTIVE SERVICES	0											0
ADM. SUPPORT	2						2					0
SKILLED CRAFT	0											0
SERVICE MAINTENANCE	0											0
<b>TOTAL</b>	<b>15</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>

# AVAILABILITY versus UTILIZATION ANALYSIS

## Administration

(This data includes all employees of the BOCC, Finance Department, Superintendent, and Human Resources as of December 1, 2015)

		AVAIL RATE	CURRENT MINORITY UTILIZATION		AVAIL RATE	CURRENT FEMALE UTILIZATION	
		%	#	%	%	#	%
<b>TOTAL</b>							
OFFICIALS & ADMINISTRATORS	7	4.6%	0	0.0%	35.9%	4	57.1%
PROFESSIONALS	6	4.7%	1	16.7%	55.1%	5	83.3%
TECHNICIANS		5.8%			56.4%		
PROTECTIVE SERVICES		11.8%			18.5%		
ADM.SUPPORT	2	5.6%	0	0.0%	66.4%	2	100.0%
SKILLED CRAFT		5.8%			4.9%		
SERVICE MAINTENANCE		9.2%			42.7%		
<b>TOTAL</b>	<b>15</b>		<b>1</b>			<b>11</b>	

# MULTI-YEAR COMPARISON DATA

## Administration

(This data includes all employees of the BOCC, Finance Department, Superintendent, and Human Resources as of December 1, 2015)

Multi Year Comparison of 2015-2016 Workforce Data

		TOTAL	MALES					FEMALES					MINORITY TOTAL
			WHITE	BLACK	HSPNC	AM IND	ASIAN	WHITE	BLACK	HSPNC	AM IND	ASIAN	
OFFICIALS & ADMINISTRATORS	2015	7	3					4					0
	2016	0											0
PROFESSIONALS	2015	6	1					4			1		1
	2016	0											0
TECHNICIANS	2015	0											0
	2016	0											0
PROTECTIVE SERVICES	2015	0											0
	2016	0											0
ADM. SUPPORT	2015	2						2					0
	2016	0											0
SKILLED CRAFT	2015	0											0
	2016	0											0
SERVICE MAINTENANCE	2015	0											0
	2016	0											0
<b>TOTAL</b>	2015	<b>15</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>
	2016	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# JOB GROUP SUMMARY CHART

## Buildings Department

(This data includes all employees as of December 1, 2015)

	TOTAL	MALES					FEMALES					MINORITY TOTAL
		WHITE	BLACK	HSPNC	AM IND	ASIAN	WHITE	BLACK	HSPNC	AM IND	ASIAN	
OFFICIALS & ADMINISTRATORS	1	1										0
PROFESSIONALS	0											0
TECHNICIANS	0											0
PROTECTIVE SERVICES	0											0
ADM. SUPPORT	0											0
SKILLED CRAFT	0											0
SERVICE MAINTENANCE	9	9										0
<b>TOTAL</b>	<b>10</b>	<b>10</b>	<b>0</b>									

# AVAILABILITY versus UTILIZATION ANALYSIS

## Buildings Department

(This data includes all employees as of December 1, 2015)

		AVAIL RATE	CURRENT MINORITY UTILIZATION		AVAIL RATE	CURRENT FEMALE UTILIZATION	
		%	#	%	%	#	%
<b>TOTAL</b>							
OFFICIALS & ADMINISTRATORS	1	4.6%	0	0.0%	35.9%	0	0.0%
PROFESSIONALS		4.7%			55.1%		
TECHNICIANS		5.8%			56.4%		
PROTECTIVE SERVICES		11.8%			18.5%		
ADM.SUPPORT		5.6%			66.4%		
SKILLED CRAFT		5.8%			4.9%		
SERVICE MAINTENANCE	9	9.2%	0	0.0%	42.7%	0	0.0%
<b>TOTAL</b>	<b>10</b>		<b>0</b>			<b>0</b>	

# MULTI-YEAR COMPARISON DATA

## Buildings Department

(This data includes all employees as of December 1, 2015)

### Multi Year Comparison of 2015-2016 Workforce Data

		TOTAL	MALES					FEMALES					MINORITY TOTAL
			WHITE	BLACK	HSPNC	AM IND	ASIAN	WHITE	BLACK	HSPNC	AM IND	ASIAN	
OFFICIALS & ADMINISTRATORS	2015	1	1										0
	2016	0											0
PROFESSIONALS	2015	0											0
	2016	0											0
TECHNICIANS	2015	0											0
	2016	0											0
PROTECTIVE SERVICES	2015	0											0
	2016	0											0
ADM. SUPPORT	2015	0											0
	2016	0											0
SKILLED CRAFT	2015	0											0
	2016	0											0
SERVICE MAINTENANCE	2015	9	9										0
	2016	0											0
TOTAL	2015	10	10	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0

# JOB GROUP SUMMARY CHART

Clerk of Court

(This data includes all employees as of December 1, 2015)

	TOTAL	MALES					FEMALES					MINORITY TOTAL
		WHITE	BLACK	HSPNC	AM IND	ASIAN	WHITE	BLACK	HSPNC	AM IND	ASIAN	
OFFICIALS & ADMINISTRATORS	1						1					0
PROFESSIONALS	1						1					0
TECHNICIANS	0											0
PROTECTIVE SERVICES	0											0
ADM. SUPPORT	13	1					12					0
SKILLED CRAFT	0											0
SERVICE MAINTENANCE	0											0
<b>TOTAL</b>	<b>15</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# AVAILABILITY versus UTILIZATION ANALYSIS

## Clerk of Court

(This data includes all employees as of December 1, 2015)

		AVAIL RATE	CURRENT MINORITY UTILIZATION		AVAIL RATE	CURRENT FEMALE UTILIZATION	
		%	#	%	%	#	%
<b>TOTAL</b>							
OFFICIALS & ADMINISTRATORS	1	4.6%	0	0.0%	35.9%	1	100.0%
PROFESSIONALS	1	4.7%	0	0.0%	55.1%	1	100.0%
TECHNICIANS		5.8%			56.4%		
PROTECTIVE SERVICES		11.8%			18.5%		
ADM.SUPPORT	13	5.6%	0	0.0%	66.4%	12	92.3%
SKILLED CRAFT		5.8%			4.9%		
SERVICE MAINTENANCE		9.2%			42.7%		
<b>TOTAL</b>	<b>15</b>		<b>0</b>			<b>14</b>	

# MULTI-YEAR COMPARISON DATA

## Clerk of Court

**Multi Year Comparison of 2015-2016 Workforce Data**

		TOTAL	MALES					FEMALES					MINORITY TOTAL
			WHITE	BLACK	HSPNC	AM IND	ASIAN	WHITE	BLACK	HSPNC	AM IND	ASIAN	
OFFICIALS & ADMINISTRATORS	2015	1						1					0
	2016	0											0
PROFESSIONALS	2015	1						1					0
	2016	0											0
TECHNICIANS	2015	0											0
	2016	0											0
PROTECTIVE SERVICES	2015	0											0
	2016	0											0
ADM. SUPPORT	2015	13	1					12					0
	2016	0											0
SKILLED CRAFT	2015	0											0
	2016	0											0
SERVICE MAINTENANCE	2015	0											0
	2016	0											0
TOTAL	2015	15	1	0	0	0	0	14	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0

# JOB GROUP SUMMARY CHART

## Coroner's Office

(This data includes all employees as of December 1, 2015)

	TOTAL	MALES					FEMALES					MINORITY TOTAL
		WHITE	BLACK	HSPNC	AM IND	ASIAN	WHITE	BLACK	HSPNC	AM IND	ASIAN	
OFFICIALS & ADMINISTRATORS	1	1										0
PROFESSIONALS	2	2										0
TECHNICIANS	0											0
PROTECTIVE SERVICES	0											0
ADM. SUPPORT	1						1					0
SKILLED CRAFT	0											0
SERVICE MAINTENANCE	0											0
<b>TOTAL</b>	<b>4</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# AVAILABILITY versus UTILIZATION ANALYSIS

## Coroner's Office

(This data includes all employees as of December 1, 2015)

		AVAIL RATE	CURRENT MINORITY UTILIZATION		AVAIL RATE	CURRENT FEMALE UTILIZATION	
		%	#	%	%	#	%
<b>TOTAL</b>							
OFFICIALS & ADMINISTRATORS	1	4.6%	0	0.0%	35.9%	0	0.0%
PROFESSIONALS	2	4.7%	0	0.0%	55.1%	0	0.0%
TECHNICIANS		5.8%			56.4%		
PROTECTIVE SERVICES		11.8%			18.5%		
ADM.SUPPORT	1	5.6%	0	0.0%	66.4%	1	100.0%
SKILLED CRAFT		5.8%			4.9%		
SERVICE MAINTENANCE		9.2%			42.7%		
<b>TOTAL</b>	<b>4</b>		<b>0</b>			<b>1</b>	

# MULTI-YEAR COMPARISON DATA

## Coroner's Office

(This data includes all employees as of December 1, 2015)

### Multi Year Comparison of 2015-2016 Workforce Data

		TOTAL	MALES					FEMALES					MINORITY TOTAL
			WHITE	BLACK	HSPNC	AM IND	ASIAN	WHITE	BLACK	HSPNC	AM IND	ASIAN	
OFFICIALS & ADMINISTRATORS	2015	1	1										0
	2016	0											0
PROFESSIONALS	2015	2	2										0
	2016	0											0
TECHNICIANS	2015	0											0
	2016	0											0
PROTECTIVE SERVICES	2015	0											0
	2016	0											0
ADM. SUPPORT	2015	1					1						0
	2016	0											0
SKILLED CRAFT	2015	0											0
	2016	0											0
SERVICE MAINTENANCE	2015	0											0
	2016	0											0
TOTAL	2015	4	3	0	0	0	0	1	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0

# JOB GROUP SUMMARY CHART

## County Attorney

(This data includes all employees as of December 1, 2015)

	TOTAL	MALES					FEMALES					MINORITY TOTAL
		WHITE	BLACK	HSPNC	AM IND	ASIAN	WHITE	BLACK	HSPNC	AM IND	ASIAN	
OFFICIALS & ADMINISTRATORS	1	1										0
PROFESSIONALS	12	4					7		1			1
TECHNICIANS	0											0
PROTECTIVE SERVICES	0											0
ADM. SUPPORT	11	2					9					0
SKILLED CRAFT	0											0
SERVICE MAINTENANCE	0											0
<b>TOTAL</b>	<b>24</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>

# AVAILABILITY versus UTILIZATION ANALYSIS

County Attorney

		AVAIL RATE	CURRENT MINORITY UTILIZATION		AVAIL RATE	CURRENT FEMALE UTILIZATION	
		%	#	%	%	#	%
<b>TOTAL</b>							
OFFICIALS & ADMINISTRATORS	1	4.6%	0	0.0%	35.9%	0	0.0%
PROFESSIONALS	12	4.7%	1	8.3%	55.1%	8	66.7%
TECHNICIANS		5.8%			56.4%		
PROTECTIVE SERVICES		11.8%			18.5%		
ADM.SUPPORT	11	5.6%	0	0.0%	66.4%	9	81.8%
SKILLED CRAFT		5.8%			4.9%		
SERVICE MAINTENANCE		9.2%			42.7%		
<b>TOTAL</b>	<b>24</b>		<b>1</b>			<b>17</b>	



# JOB GROUP SUMMARY CHART

## Heath Department

(This data includes all employees as of December 1, 2015)

	TOTAL	MALES					FEMALES					MINORITY TOTAL
		WHITE	BLACK	HSPNC	AM IND	ASIAN	WHITE	BLACK	HSPNC	AM IND	ASIAN	
OFFICIALS & ADMINISTRATORS	4	1					3					0
PROFESSIONALS	40	10					29		1			1
TECHNICIANS	8						8					0
PROTECTIVE SERVICES	0											0
ADM. SUPPORT	12	1					11					0
SKILLED CRAFT	0											0
SERVICE MAINTENANCE	0											0
<b>TOTAL</b>	<b>64</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>51</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>

# AVAILABILITY versus UTILIZATION ANALYSIS

## Health Department

(This data includes all employees as of December 1, 2015)

		AVAIL RATE	CURRENT MINORITY UTILIZATION		AVAIL RATE	CURRENT FEMALE UTILIZATION	
		%	#	%	%	#	%
<b>TOTAL</b>							
OFFICIALS & ADMINISTRATORS	4	4.6%	0	0.0%	35.9%	3	75.0%
PROFESSIONALS	40	4.7%	1	2.5%	55.1%	30	75.0%
TECHNICIANS	8	5.8%	0	0.0%	56.4%	8	100.0%
PROTECTIVE SERVICES		11.8%			18.5%		
ADM.SUPPORT	12	5.6%	0	0.0%	66.4%	11	91.7%
SKILLED CRAFT		5.8%			4.9%		
SERVICE MAINTENANCE		9.2%			42.7%		
<b>TOTAL</b>	<b>64</b>		<b>1</b>			<b>52</b>	

# MULTI-YEAR COMPARISON DATA

## Health Department

(This data includes all employees as of December 1, 2015)

		TOTAL	MALES					FEMALES					MINORITY TOTAL
			WHITE	BLACK	HSPNC	AM IND	ASIAN	WHITE	BLACK	HSPNC	AM IND	ASIAN	
OFFICIALS & ADMINISTRATORS	2015	4	1					3					0
	2016	0											0
PROFESSIONALS	2015	40	10					29		1			1
	2016	0											0
TECHNICIANS	2015	8						8					0
	2016	0											0
PROTECTIVE SERVICES	2015	0											0
	2016	0											0
ADM. SUPPORT	2015	12	1					11					0
	2016	0											0
SKILLED CRAFT	2015	0											0
	2016	0											0
SERVICE MAINTENANCE	2015	0											0
	2016	0											0
TOTAL	2015	64	12	0	0	0	0	51	0	1	0	0	1
	2016	0	0	0	0	0	0	0	0	0	0	0	0

# JOB GROUP SUMMARY CHART

## Fairgrounds and Extension

(This data includes all employees as of December 1, 2015)

	TOTAL	MALES					FEMALES					MINORITY TOTAL
		WHITE	BLACK	HSPNC	AM IND	ASIAN	WHITE	BLACK	HSPNC	AM IND	ASIAN	
OFFICIALS & ADMINISTRATORS	1	1										0
PROFESSIONALS	0											0
TECHNICIANS	0											0
PROTECTIVE SERVICES	0											0
ADM. SUPPORT	8	2					6					0
SKILLED CRAFT	0											0
SERVICE MAINTENANCE	16	14			1		1					1
<b>TOTAL</b>	<b>25</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

# AVAILABILITY versus UTILIZATION ANALYSIS

## Fairgrounds and Extension

(This data includes all employees as of December 1, 2015)

		AVAIL RATE	CURRENT MINORITY UTILIZATION		AVAIL RATE	CURRENT FEMALE UTILIZATION	
		%	#	%	%	#	%
<b>TOTAL</b>							
OFFICIALS & ADMINISTRATORS	1	4.6%	0	0.0%	35.9%	0	0.0%
PROFESSIONALS		4.7%			55.1%		
TECHNICIANS		5.8%			56.4%		
PROTECTIVE SERVICES		11.8%			18.5%		
ADM.SUPPORT	8	5.6%	0	0.0%	66.4%	6	75.0%
SKILLED CRAFT		5.8%			4.9%		
SERVICE MAINTENANCE	16	9.2%	1	6.3%	42.7%	1	6.3%
<b>TOTAL</b>	<b>25</b>		<b>1</b>			<b>7</b>	

# MULTI-YEAR COMPARISON DATA

## Fairgrounds and Extension

(This data includes all employees as of December 1, 2015)

### Multi Year Comparison of 2015-2016 Workforce Data

		TOTAL	MALES					FEMALES					MINORITY TOTAL
			WHITE	BLACK	HSPNC	AM IND	ASIAN	WHITE	BLACK	HSPNC	AM IND	ASIAN	
OFFICIALS & ADMINISTRATORS	2015	1	1										0
	2016	0											0
PROFESSIONALS	2015	0											0
	2016	0											0
TECHNICIANS	2015	0											0
	2016	0											0
PROTECTIVE SERVICES	2015	0											0
	2016	0											0
ADM. SUPPORT	2015	8	2					6					0
	2016	0											0
SKILLED CRAFT	2015	0											0
	2016	0											0
SERVICE MAINTENANCE	2015	16	14			1		1					1
	2016	0											0
TOTAL	2015	25	17	0	0	1	0	7	0	0	0	0	1
	2016	0	0	0	0	0	0	0	0	0	0	0	0

## JOB GROUP SUMMARY CHART

Cemetery and Landfill (includes Augusta)

(This data includes all employees as of December 1, 2015)

	TOTAL	MALES					FEMALES					MINORITY TOTAL
		WHITE	BLACK	HSPNC	AM IND	ASIAN	WHITE	BLACK	HSPNC	AM IND	ASIAN	
OFFICIALS & ADMINISTRATORS	1						1					0
PROFESSIONALS	0											0
TECHNICIANS	0											0
PROTECTIVE SERVICES	0											0
ADM. SUPPORT	1						1					0
SKILLED CRAFT	4	4										0
SERVICE MAINTENANCE	8	7					1					0
<b>TOTAL</b>	<b>14</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## AVAILABILITY versus UTILIZATION ANALYSIS

Cemetery and Landfill (includes Augusta)

(This data includes all employees as of December 1, 2015)

		AVAIL RATE	CURRENT MINORITY UTILIZATION		AVAIL RATE	CURRENT FEMALE UTILIZATION	
		%	#	%	%	#	%
<b>TOTAL</b>							
OFFICIALS & ADMINISTRATORS	1	4.6%	0	0.0%	35.9%	1	100.0%
PROFESSIONALS		4.7%			55.1%		
TECHNICIANS		5.8%			56.4%		
PROTECTIVE SERVICES		11.8%			18.5%		
ADM.SUPPORT	1	5.6%	0	0.0%	66.4%	1	100.0%
SKILLED CRAFT	4	5.8%	0	0.0%	4.9%	0	0.0%
SERVICE MAINTENANCE	8	9.2%	0	0.0%	42.7%	1	12.5%
<b>TOTAL</b>	<b>14</b>		<b>0</b>			<b>3</b>	

# MULTI-YEAR COMPARISON DATA

## Cemetery and Landfill

(This data includes all employees as of December 1, 2015)

### Multi Year Comparison of 2015-2016 Workforce Data

		TOTAL	MALES					FEMALES					MINORITY TOTAL
			WHITE	BLACK	HSPNC	AM IND	ASIAN	WHITE	BLACK	HSPNC	AM IND	ASIAN	
OFFICIALS & ADMINISTRATORS	2015	1						1					0
	2016	0											0
PROFESSIONALS	2015	0											0
	2016	0											0
TECHNICIANS	2015	0											0
	2016	0											0
PROTECTIVE SERVICES	2015	0											0
	2016	0											0
ADM. SUPPORT	2015	1						1					0
	2016	0											0
SKILLED CRAFT	2015	4	4										0
	2016	0											0
SERVICE MAINTENANCE	2015	8	7					1					0
	2016	0											0
TOTAL	2015	14	11	0	0	0	0	3	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0

# JOB GROUP SUMMARY CHART

## Information Services

(This data includes all employees as of December 1, 2015)

	TOTAL	MALES					FEMALES					MINORITY TOTAL
		WHITE	BLACK	HSPNC	AM IND	ASIAN	WHITE	BLACK	HSPNC	AM IND	ASIAN	
OFFICIALS & ADMINISTRATORS	3	3										0
PROFESSIONALS	3	3										0
TECHNICIANS	9	8					1					0
PROTECTIVE SERVICES	0											0
ADM. SUPPORT	1						1					0
SKILLED CRAFT	0											0
SERVICE MAINTENANCE	0											0
<b>TOTAL</b>	<b>16</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# AVAILABILITY versus UTILIZATION ANALYSIS

## Information Services

(This data includes all employees as of December 1, 2015)

		AVAIL RATE	CURRENT MINORITY UTILIZATION		AVAIL RATE	CURRENT FEMALE UTILIZATION	
		%	#	%	%	#	%
<b>TOTAL</b>							
OFFICIALS & ADMINISTRATORS	3	4.6%	0	0.0%	35.9%	0	0.0%
PROFESSIONALS	3	4.7%	0	0.0%	55.1%	0	0.0%
TECHNICIANS	9	5.8%	0	0.0%	56.4%	1	11.1%
PROTECTIVE SERVICES		11.8%			18.5%		
ADM.SUPPORT	1	5.6%	0	0.0%	66.4%	1	100.0%
SKILLED CRAFT		5.8%			4.9%		
SERVICE MAINTENANCE		9.2%			42.7%		
<b>TOTAL</b>	<b>16</b>		<b>0</b>			<b>2</b>	

# MULTI-YEAR COMPARISON DATA

## Information Services

(This data includes all employees as of December 1, 2015)

Multi Year Comparison of 2015-2016 Workforce Data

		TOTAL	MALES					FEMALES					MINORITY TOTAL
			WHITE	BLACK	HSPNC	AM IND	ASIAN	WHITE	BLACK	HSPNC	AM IND	ASIAN	
OFFICIALS & ADMINISTRATORS	2015	3	3										0
	2016	0											0
PROFESSIONALS	2015	3	3										0
	2016	0											0
TECHNICIANS	2015	9	8				1						0
	2016	0											0
PROTECTIVE SERVICES	2015	0											0
	2016	0											0
ADM. SUPPORT	2015	1					1						0
	2016	0											0
SKILLED CRAFT	2015	0											0
	2016	0											0
SERVICE MAINTENANCE	2015	0											0
	2016	0											0
<b>TOTAL</b>	2015	<b>16</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2016	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# JOB GROUP SUMMARY CHART

## Justice Court

(This data includes all employees as of December 1, 2015)

	TOTAL	MALES					FEMALES					MINORITY TOTAL
		WHITE	BLACK	HSPNC	AM IND	ASIAN	WHITE	BLACK	HSPNC	AM IND	ASIAN	
OFFICIALS & ADMINISTRATORS	1	1										0
PROFESSIONALS	6	2					4					0
TECHNICIANS	0											0
PROTECTIVE SERVICES	0											0
ADM. SUPPORT	5	1					4					0
SKILLED CRAFT	0											0
SERVICE MAINTENANCE	0											0
<b>TOTAL</b>	<b>12</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# AVAILABILITY versus UTILIZATION ANALYSIS

## Justice Court

(This data includes all employees as of December 1, 2015)

		AVAIL RATE	CURRENT MINORITY UTILIZATION		AVAIL RATE	CURRENT FEMALE UTILIZATION	
		%	#	%	%	#	%
<b>TOTAL</b>							
OFFICIALS & ADMINISTRATORS	1	4.6%	0	0.0%	35.9%	0	0.0%
PROFESSIONALS	6	4.7%	0	0.0%	55.1%	4	66.7%
TECHNICIANS		5.8%			56.4%		
PROTECTIVE SERVICES		11.8%			18.5%		
ADM.SUPPORT	5	5.6%	0	0.0%	66.4%	4	80.0%
SKILLED CRAFT		5.8%			4.9%		
SERVICE MAINTENANCE		9.2%			42.7%		
<b>TOTAL</b>	<b>12</b>		<b>0</b>			<b>8</b>	

# MULTI-YEAR COMPARISON DATA

## Justice Court

(This data includes all employees as of December 1, 2015)

Multi Year Comparison of 2015-2016 Workforce Data

		TOTAL	MALES					FEMALES					MINORITY TOTAL
			WHITE	BLACK	HSPNC	AM IND	ASIAN	WHITE	BLACK	HSPNC	AM IND	ASIAN	
OFFICIALS & ADMINISTRATORS	2015	1	1										0
	2016	0											0
PROFESSIONALS	2015	6	2					4					0
	2016	0											0
TECHNICIANS	2015	0											0
	2016	0											0
PROTECTIVE SERVICES	2015	0											0
	2016	0											0
ADM. SUPPORT	2015	5	1					4					0
	2016	0											0
SKILLED CRAFT	2015	0											0
	2016	0											0
SERVICE MAINTENANCE	2015	0											0
	2016	0											0
<b>TOTAL</b>	2015	<b>12</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2016	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# JOB GROUP SUMMARY CHART

PureView and Parker Medical Centers

(This data includes all County employees as of December 1, 2015)

	TOTAL	MALES					FEMALES					MINORITY TOTAL
		WHITE	BLACK	HSPNC	AM IND	ASIAN	WHITE	BLACK	HSPNC	AM IND	ASIAN	
OFFICIALS & ADMINISTRATORS	5	2					3					0
PROFESSIONALS	26	6					20					0
TECHNICIANS	9						8	1				1
PROTECTIVE SERVICES	0											0
ADM. SUPPORT	12						12					0
SKILLED CRAFT	0											0
SERVICE MAINTENANCE	1	1										0
<b>TOTAL</b>	<b>53</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>43</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

## AVAILABILITY versus UTILIZATION ANALYSIS

PureView and Parker Medical Centers  
(This data includes all employees as of December 1, 2015)

		AVAIL RATE	CURRENT MINORITY UTILIZATION		AVAIL RATE	CURRENT FEMALE UTILIZATION	
		%	#	%	%	#	%
<b>TOTAL</b>							
OFFICIALS & ADMINISTRATORS	5	4.6%	0	0.0%	35.9%	3	60.0%
PROFESSIONALS	29	4.7%	0	0.0%	55.1%	20	76.9%
TECHNICIANS	9	5.8%	1	11.1%	56.4%	9	100.0%
PROTECTIVE SERVICES		11.8%			18.5%		
ADM.SUPPORT	12	5.6%	0	0.0%	66.4%	12	100.0%
SKILLED CRAFT		5.8%			4.9%		
SERVICE MAINTENANCE	1	9.2%	0	0.0%	42.7%	0	0.0%
<b>TOTAL</b>	<b>56</b>		<b>1</b>			<b>44</b>	

# MULTI-YEAR COMPARISON DATA

PureView and Parker Medical Centers

(This data includes all employees as of December 1, 2015)

Multi Year Comparison of 2015-2016 Workforce Data

		TOTAL	MALES					FEMALES					MINORITY TOTAL
			WHITE	BLACK	HSPNC	AM IND	ASIAN	WHITE	BLACK	HSPNC	AM IND	ASIAN	
OFFICIALS & ADMINISTRATORS	2015	5	2					3					0
	2016	0											0
PROFESSIONALS	2015	26	6					20					0
	2016	0											0
TECHNICIANS	2015	9						8	1				1
	2016	0											0
PROTECTIVE SERVICES	2015	0											0
	2016	0											0
ADM. SUPPORT	2015	12						12					0
	2016	0											0
SKILLED CRAFT	2015	0											0
	2016	0											0
SERVICE MAINTENANCE	2015	1	1										0
	2016	0											0
<b>TOTAL</b>	2015	<b>53</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>43</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
	2016	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# JOB GROUP SUMMARY CHART

## Planning

(This data includes all County employees as of December 1, 2015)

	TOTAL	MALES					FEMALES					MINORITY TOTAL
		WHITE	BLACK	HSPNC	AM IND	ASIAN	WHITE	BLACK	HSPNC	AM IND	ASIAN	
OFFICIALS & ADMINISTRATORS	2	2										0
PROFESSIONALS	6	3					3					0
TECHNICIANS	0											0
PROTECTIVE SERVICES	0											0
ADM. SUPPORT	2	1					1					0
SKILLED CRAFT	0											0
SERVICE MAINTENANCE	0											0
<b>TOTAL</b>	<b>10</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# AVAILABILITY versus UTILIZATION ANALYSIS

## Planning

(This data includes all employees as of December 1, 2015)

		AVAIL RATE	CURRENT MINORITY UTILIZATION		AVAIL RATE	CURRENT FEMALE UTILIZATION	
		%	#	%	%	#	%
<b>TOTAL</b>							
OFFICIALS & ADMINISTRATORS	2	4.6%	0	0.0%	35.9%	0	0.0%
PROFESSIONALS	6	4.7%	0	0.0%	55.1%	3	50.0%
TECHNICIANS		5.8%			56.4%		
PROTECTIVE SERVICES		11.8%			18.5%		
ADM.SUPPORT	2	5.6%	0	0.0%	66.4%	1	50.0%
SKILLED CRAFT		5.8%			4.9%		
SERVICE MAINTENANCE		9.2%			42.7%		
<b>TOTAL</b>	<b>10</b>		<b>0</b>			<b>4</b>	

# MULTI-YEAR COMPARISON DATA

## Planning

(This data includes all employees as of December 1, 2015)

Multi Year Comparison of 2015-2016 Workforce Data

		TOTAL	MALES					FEMALES					MINORITY TOTAL
			WHITE	BLACK	HSPNC	AM IND	ASIAN	WHITE	BLACK	HSPNC	AM IND	ASIAN	
OFFICIALS & ADMINISTRATORS	2015	2	2										0
	2016	0											0
PROFESSIONALS	2015	6	3					3					0
	2016	0											0
TECHNICIANS	2015	0											0
	2016	0											0
PROTECTIVE SERVICES	2015	0											0
	2016	0											0
ADM. SUPPORT	2015	2	1					1					0
	2016	0											0
SKILLED CRAFT	2015	0											0
	2016	0											0
SERVICE MAINTENANCE	2015	0											0
	2016	0											0
<b>TOTAL</b>	2015	<b>10</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2016	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# JOB GROUP SUMMARY CHART

## Public Works

(This data includes all employees as of December 1, 2015)

**Job Group Summary Chart**

	TOTAL	MALES					FEMALES					MINORITY TOTAL
		WHITE	BLACK	HSPNC	AM IND	ASIAN	WHITE	BLACK	HSPNC	AM IND	ASIAN	
OFFICIALS & ADMINISTRATORS	3	3										0
PROFESSIONALS	2	1					1					0
TECHNICIANS	0											0
PROTECTIVE SERVICES	0											0
ADM. SUPPORT	4						4					0
SKILLED CRAFT	26	26										0
SERVICE MAINTENANCE	8	8										0
<b>TOTAL</b>	<b>43</b>	<b>38</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# AVAILABILITY versus UTILIZATION ANALYSIS

## Public Works

(This data includes all employees as of December 1, 2015)

		AVAIL RATE	CURRENT MINORITY UTILIZATION		AVAIL RATE	CURRENT FEMALE UTILIZATION	
		%	#	%	%	#	%
<b>TOTAL</b>							
OFFICIALS & ADMINISTRATORS	3	4.6%	0	0.0%	35.9%	0	0.0%
PROFESSIONALS	2	4.7%	0	0.0%	55.1%	1	50.0%
TECHNICIANS		5.8%			56.4%		
PROTECTIVE SERVICES		11.8%			18.5%		
ADM.SUPPORT	4	5.6%	0	0.0%	66.4%	4	100.0%
SKILLED CRAFT	26	5.8%	0	0.0%	4.9%	0	0.0%
SERVICE MAINTENANCE	8	9.2%	0	0.0%	42.7%	0	0.0%
<b>TOTAL</b>	<b>43</b>		<b>0</b>			<b>5</b>	

# MULTI-YEAR COMPARISON DATA

## Public Works

(This data includes all employees as of December 1, 2015)

### Multi Year Comparison of 2015-2016 Workforce Data

		TOTAL	MALES					FEMALES					MINORITY TOTAL
			WHITE	BLACK	HSPNC	AM IND	ASIAN	WHITE	BLACK	HSPNC	AM IND	ASIAN	
OFFICIALS & ADMINISTRATORS	2015	3	3										0
	2016	0											0
PROFESSIONALS	2015	2	1					1					0
	2016	0											0
TECHNICIANS	2015	0											0
	2016	0											0
PROTECTIVE SERVICES	2015	0											0
	2016	0											0
ADM. SUPPORT	2015	4						4					0
	2016	0											0
SKILLED CRAFT	2015	26	26										0
	2016	0											0
SERVICE MAINTENANCE	2015	8	8										0
	2016	0											0
TOTAL	2015	43	38	0	0	0	0	5	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0

## JOB GROUP SUMMARY CHART

Sheriff's Department and DES Coordinator

(This data includes all County employees as of December 1, 2015)

	TOTAL	MALES					FEMALES					MINORITY TOTAL
		WHITE	BLACK	HSPNC	AM IND	ASIAN	WHITE	BLACK	HSPNC	AM IND	ASIAN	
OFFICIALS & ADMINISTRATORS	2	2										0
PROFESSIONALS	4	3					1					0
TECHNICIANS	4	4										0
PROTECTIVE SERVICES	65	53		1	1		9			1		3
ADM. SUPPORT	5	1					4					0
SKILLED CRAFT	0											0
SERVICE MAINTENANCE	0											0
<b>TOTAL</b>	<b>80</b>	<b>63</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>3</b>

## AVAILABILITY versus UTILIZATION ANALYSIS

Sheriff's Department and DES Coordinator

(This data includes all employees as of December 1, 2015)

		AVAIL RATE	CURRENT MINORITY UTILIZATION		AVAIL RATE	CURRENT FEMALE UTILIZATION	
		%	#	%	%	#	%
<b>TOTAL</b>							
OFFICIALS & ADMINISTRATORS	2	4.6%	0	0.0%	35.9%	0	0.0%
PROFESSIONALS	4	4.7%	0	0.0%	55.1%	1	25.0%
TECHNICIANS	4	5.8%	0	0.0%	56.4%	0	0.0%
PROTECTIVE SERVICES	65	11.8%	3	4.6%	18.5%	10	15.4%
ADM.SUPPORT	5	5.6%	0	0.0%	66.4%	4	80.0%
SKILLED CRAFT		5.8%			4.9%		
SERVICE MAINTENANCE		9.2%			42.7%		
<b>TOTAL</b>	<b>80</b>		<b>3</b>			<b>15</b>	

# MULTI-YEAR COMPARISON DATA

Sheriff's Department and DES Coordinator

(This data includes all employees as of December 1, 2015)

Multi Year Comparison of 2015-2016 Workforce Data

		TOTAL	MALES					FEMALES					MINORITY TOTAL
			WHITE	BLACK	HSPNC	AM IND	ASIAN	WHITE	BLACK	HSPNC	AM IND	ASIAN	
OFFICIALS & ADMINISTRATORS	2015	2	2										0
	2016	0											0
PROFESSIONALS	2015	4	3				1						0
	2016	0											0
TECHNICIANS	2015	4	4										0
	2016	0											0
PROTECTIVE SERVICES	2015	65	53		1	1		9			1		3
	2016	0											0
ADM. SUPPORT	2015	5	1					4					0
	2016	0											0
SKILLED CRAFT	2015	0											0
	2016	0											0
SERVICE MAINTENANCE	2015	0											0
	2016	0											0
<b>TOTAL</b>	2015	<b>80</b>	<b>63</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>3</b>
	2016	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# JOB GROUP SUMMARY CHART

## Treasurer/Clerk and Recorder

(This data includes all employees as of December 1, 2015)

	TOTAL	MALES					FEMALES					MINORITY TOTAL
		WHITE	BLACK	HSPNC	AM IND	ASIAN	WHITE	BLACK	HSPNC	AM IND	ASIAN	
OFFICIALS & ADMINISTRATORS	2	1					1					0
PROFESSIONALS	5						5					0
TECHNICIANS	0											0
PROTECTIVE SERVICES	0											0
ADM. SUPPORT	42	7					33			2		2
SKILLED CRAFT	0											0
SERVICE MAINTENANCE	0											0
<b>TOTAL</b>	<b>49</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>39</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>

# AVAILABILITY versus UTILIZATION ANALYSIS

## Treasurer/Clerk and Recorder

(This data includes all employees as of December 1, 2015)

		AVAIL RATE	CURRENT MINORITY UTILIZATION		AVAIL RATE	CURRENT FEMALE UTILIZATION	
		%	#	%	%	#	%
<b>TOTAL</b>							
OFFICIALS & ADMINISTRATORS	2	4.6%	0	0.0%	35.9%	1	50.0%
PROFESSIONALS	5	4.7%	0	0.0%	55.1%	5	100.0%
TECHNICIANS		5.8%			56.4%		
PROTECTIVE SERVICES		11.8%			18.5%		
ADM.SUPPORT	42	5.6%	2	4.8%	66.4%	35	83.3%
SKILLED CRAFT		5.8%			4.9%		
SERVICE MAINTENANCE		9.2%			42.7%		
<b>TOTAL</b>	<b>49</b>		<b>2</b>			<b>41</b>	

# MULTI-YEAR COMPARISON DATA

## Treasurer/Clerk and Recorder

(This data includes all employees as of December 1, 2015)

### Multi Year Comparison of 2015-2016 Workforce Data

		TOTAL	MALES					FEMALES					MINORITY TOTAL	
			WHITE	BLACK	HSPNC	AM IND	ASIAN	WHITE	BLACK	HSPNC	AM IND	ASIAN		
OFFICIALS & ADMINISTRATORS	2015	2	1						1					0
	2016	0												0
PROFESSIONALS	2015	5							5					0
	2016	0												0
TECHNICIANS	2015	0												0
	2016	0												0
PROTECTIVE SERVICES	2015	0												0
	2016	0												0
ADM. SUPPORT	2015	42	7						33			2		2
	2016	0												0
SKILLED CRAFT	2015	0												0
	2016	0												0
SERVICE MAINTENANCE	2015	0												0
	2016	0												0
TOTAL	2015	49	8	0	0	0	0	0	39	0	0	2	0	2
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0

## Section VII: RELATED EEO ACTIVITIES

(A summary of materials included in the Lewis and Clark County Employee Handbook)

### Section 01-02- Non-Discrimination and Equal Employment Opportunity Policy

The County observes a policy of non-discrimination: no individual will be discriminated against with regard to compensation, terms, conditions, or other privileges of employment because of race, ancestry, color, mental or physical disability, religion, national origin, sex, age, marital status, creed, ex-offender status, physical condition, political belief, public assistance status or sexual preference except where these criteria are reasonable bona fide occupational qualifications.

The County is committed to Equal Employment Opportunity (EEO) recruitment guidelines as promulgated by federal and state law: all provisions of this manual will be administered in accordance with the provisions contained in the Equal Employment Opportunity Guidelines where the guidelines are applicable and relevant.

### Section 01-03- Statement on Equal Employment Action Plan

The Lewis and Clark County Board of County Commissioners or the Board's designee may adopt an action plan to provide all persons equal opportunity for employment without regard to race, color, mental or physical disability, religion, creed, national origin, sex, age, or marital status. In keeping with this commitment, all department directors and their staff have the responsibility to actively facilitate equal employment opportunity for all present employees, applicants and trainees. This responsibility will include assurance that employment decisions are based on furthering the principle of equal employment opportunities by imposing only essential, job-related requirements for employment and by assuring that all personnel actions are administered on the basis of job necessity.

Specific responsibility for developing, implementing, monitoring and reporting a plan is assigned to the County Human Resource Director.

It is the policy of Lewis and Clark County to eliminate any practice or procedure that discriminates illegally or has an adverse impact on an "affected" class. Equal opportunity will be provided for all County employees during their terms of employment. All applicants for County employment will be employed on the basis of their qualifications and abilities.

Lewis and Clark County, where reasonable and practical, will use qualified minority- and woman-owned enterprises and will ensure that subcontractors and vendors comply with this policy. Failure of subcontractors and vendors to comply with this policy statement may jeopardize initial, continued or renewed funds.

The County's commitment is intended to promote equal opportunity in all employment practices and to provide a fair and equitable program for Lewis and Clark County, its employees, trainees and applicants.

### Section 01-04- Unlawful Discrimination and Sexual Harassment Policy Statement

Lewis and Clark County is committed to providing a positive atmosphere conducive to employees achieving high levels of performance. It is a policy of Lewis and Clark County to protect the rights of employees to work in an environment free of all forms of unlawful discrimination and harassment, including, but not limited to, sexual harassment.

For the purpose of this policy, unlawful discrimination is defined within the meaning of Title VII of the Civil Rights Act of 1964 and the Montana Human Rights Act. Unlawful discrimination is a failure or refusal to hire any individual or to make a decision with respect to his or her compensation, terms, conditions or privileges of employment because of an individual's race, color, religion, sex, national origin, age, mental or physical disability, sexual partner preference, marital status, receipt of public assistance, political belief and/or ex-offender status. Sex Discrimination includes Sexual Harassment.

The provisions of this policy apply to all Lewis and Clark County work sites, departments, and all employer sponsored activities.

In keeping with this policy Lewis and Clark County, as an employer, will:

1. Provide a working environment free from unlawful discrimination for all County employees and for visitors to the County's work sites;
2. Communicate the County's unlawful discrimination and harassment policy and reporting procedures to employees and supervisors;
3. Recognize the sensitive nature of unlawful discrimination and harassment complaints and will encourage employees to report complaints early and will strive to resolve complaints in a timely and confidential manner; and
4. Prohibit retaliation against any employee, or witness of any employee, for reporting alleged unlawful discrimination and/or harassment.

Lewis and Clark County considers unlawful discrimination and harassment unacceptable behavior and an abuse of authority. Furthermore, unlawful discrimination and harassment is a violation of State and Federal equal employment opportunity and non-discrimination regulations. Employees, applicants or visitors who are subjected to unlawful discrimination and/or harassment should contact the Human Resource Director. Complaints will be investigated through the established unlawful discrimination and harassment claim procedure described in Chapter XII.

Section 01-05-

#### Statement on the Rights of Individuals with Disabilities

Lewis and Clark County is committed to providing all persons equal opportunity for employment without regard to race, color, mental or physical disability, religion, creed, ethnic background, national origin, age, sexual preference, marital status, gender or sex. In addition, the County has certain obligations and responsibilities under the Montana Human Rights Act and the Americans with Disabilities Act (ADA) that require the County to provide access to programs and services.

In keeping with this commitment and statutory obligations, all elected officials, department directors and their staff share a responsibility to actively promote and facilitate equal

employment opportunity for all present and future disabled employees, applicants and trainees. This responsibility includes assurance that employment decisions are based solely on valid job related requirements for employment and assuring that all personnel decisions are based on job necessity. The County also asserts and affirms its commitment to creating a barrier-free environment for the programs and services it offers.

The County Chief Administrative Officer (or designee) will act as the Americans with Disabilities Act Coordinator, with specific responsibility for directing, planning, training and implementation activities for ADA and the Montana Human Rights Act as it pertains to persons with disabilities.

Section 01-06- Statement on Drug and Alcohol Abuse

Lewis and Clark County is committed to maintaining a safe, healthy, and productive work environment that is drug and alcohol free. Substance abuse increases the potential for accidents, absenteeism, substandard performance, and poor employee morale. Impaired judgment of employees may have serious financial consequences for the County through increased risk of accidents, potential accident liabilities, increased Workers' Compensation liabilities, and potential faulty decision-making. Substance abuse undermines the County's mission to provide the community with an excellent quality of life through leadership, communication and delivery of services that are responsive to citizen's needs, cost effective, and oriented to the future.

The Drug-Free Workplace Act (D.F.W.A.) of 1988 requires that agencies receiving grants from any federal agency certify that they will maintain a drug-free workplace. This policy conforms to the D.F.W.A., Equal Employment Opportunity, and Affirmative Action Guidelines. Questions concerning this policy should be directed to the responsible elected official, department director or to the Human Resource Director.