

EEO Utilization Report

Organization Information

Name: San Mateo County

City: Redwood City

State: CA

Zip: 94063

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

The Board of Supervisors hereby restates its commitment to ensuring that no employee or applicant shall be discriminated against based on sex, pregnancy, childbirth or related medical conditions, race, veteran status, religion, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age (40 and above), gender (including gender identity and gender expression), sexual orientation, use of family medical leave, genetic testing, or any other basis protected by federal or state law. This policy shall apply to all employment practices. The County will take positive measures toward eliminating artificial barriers to employment and achieving equal opportunity through its continued and expanded diversity, equity, and inclusion efforts and initiatives, and through its review and evaluation of hiring and promotional policies and procedures. It is the policy of the Board of Supervisors that equal employment opportunity is consistent with the basic merit system principle that all persons be afforded equal access to positions in public service based on their ability to do the job. Hiring will be made solely on the basis of job-related criteria, and all employment decisions will be made on the basis of merit, in conformity with these principles of equal opportunity.

Please see policy, attached.

Following File has been uploaded:EEO Policy.pdf

Step 4b: Narrative of Interpretation

White Males were under-represented in the following job categories:

Officials/Administrators (-16%), Professionals (-17%), Technicians (-22%), Administrative Support (-10%)

Hispanic or Latino Males were under-represented in the following job categories: Administrative Support (-3%), Skilled Craft (-9%), Service/Maintenance (-10%)

Asian Males were under-represented in the following job categories: Officials/Administrators (-4%), Professionals (-8%), Technicians (-9%), Protective Services: Sworn (-5%), Administrative Support (-4%)

Asian Males were under-represented in the following job categories: Officials/Administrators (-4%), Professionals (-6%), Technicians (-9%), Protective Services-sworn (-4%), Administrative Support (-3%), Skilled Craft (-2%), Service Maintenance (-2%)

White Females were under-represented in the following job categories: Professionals (-4%), Technicians (-3%), Protective Services-Sworn (-2%), Administrative Support (-6%), Skilled Craft (-2%), Service Maintenance (-3%)

Hispanic or Latino Females were under-represented in the following job categories: Protective Services: Sworn (-3%)

Black or African American Females were under-represented in the following job categories: Protective Services: Sworn (-2%)

Asian Females were under-represented in the following job categories: Protective Services: Sworn (-4%), Skilled Craft (-2%), Service/Maintenance (-5%)

The County of San Mateo is actively working to increase representation of all historically underutilized groups and will continue to explore ways to recruit and retain employees of underrepresented genders, race/ethnicity groups, and other EEO categories to promote equal opportunities for all. The County also continues to review its hiring and related practices to ensure that these do not have an adverse impact on applicants on the basis of gender, race, or any other protected basis.

Step 5: Objectives and Steps

1. Ensure Equality of Opportunity in Hiring, Recruitment, and Succession Planning

- a. Continue County programs related to employee engagement and career development, such as conducting targeted outreach, partnerships with local educational institutions/ colleges, expanded use of social media to reach underserved communities/ populations.
- b. The County will continue to provide equal opportunities through its succession planning, equity, and recruitment efforts to promote diversity, inclusion, and equality of opportunity.
- c. Continue commitment to equity, succession planning and recruitment efforts, with its focus on the following components:
 - Professional development
 - Retaining institutional knowledge
 - Broadening the pool of diverse candidates
 - A structured internship/ fellowship program which provides opportunities to youths from diverse economic and ethnic backgrounds.
 - Exploring enhanced online technology as a cost-effective way to open doors for training and educational opportunities.

- Continuation of training programs for new supervisors and managers.
- Ensuring that managers work with individual employees to produce employee development plans.
- d. Continue County implementation of the successful Coaching, Fellowship, and Management Talent Exchange Programs.
- e. On an ongoing basis, enforce County EEO Policy against discrimination, harassment, and retaliation.

2. Continue to Increase Recruitment and Outreach to Attract a Diverse Applicant Pool

- a. Review employment data to identify barriers to attracting a diverse applicant pool.
- b. Continue to enforce policy against discrimination, harassment, and retaliation.
- c. Continue to use a variety of channels for attracting a diverse pool of applicants, such as social media, websites, colleges, job fairs, and community events.
- d. Identify and explore new ways of attracting a diverse applicant pool.

3. Provide Equal Opportunity to Candidates During the Recruitment and Selection Process

- a. Continue outreach efforts to attract the most qualified candidates for employment who represent the diverse community we serve. Continued emphasis will be given towards attracting all under-represented groups to meet individual departmental needs. Increase countywide recruitment efforts to attract a broad and diverse candidate pool for positions in all categories.
- b. Use County website and other resources/ methods, including job fairs and recruitment at colleges, to ensure that job postings are available to a wide pool of qualified applicants.
- c. Continue to reinforce County policies regarding selection of candidates.
- d. On an ongoing basis, enforce County EEO Policy against discrimination, harassment, and retaliation.
- e. Continue to review and evaluate hiring processes, working to identify and remove artificial barriers to employment, including by reviewing interview questions and tests to ensure they do not have an improper adverse impact.
- f. Provide recruitment guidance to hiring managers and encourage diverse interview panels.

4. Provide Training to Staff Regarding Equal Employment Opportunity and diversity, equity and inclusion

- a. In collaboration with departments, the Human Resources Training Division will continue training and educational opportunities such as:
 - Specialized trainings on diversity, equity, and inclusion on topics such as cultural competency, diversity/ EEO/ inclusion, equity, implicit bias, transgender policy and gender identity/ pronouns, and related topics.
 - Customized Departmental Training Programs
 - Diversity-training program to broaden the focus on generations, cultural awareness and communications, and conflict resolution issues.
- b. Participate in the Bay Area Counties EEO Officers Group, meeting periodically to share best practices and participate in educational forums.
- c. Continue regular meetings of the EEO Advisory Committee, to provide a forum for Departments to learn, share, and identify priorities and goals to foster and promote DEI goals, including but not limited to, attracting, training, and retaining a diverse and inclusive workforce.
- d. On an ongoing basis, enforce County EEO Policy against discrimination, harassment, and retaliation.
- e. On a County-wide basis, offer regular trainings directed toward supervisory and management staff regarding County EEO policy.
- f. Distribute and post Federal and State labor law posters in areas visible to employees.

5. Offer Staff Career Development Opportunities and Retain a Diverse Workforce

- a. Create, sponsor and/or support educational/ diversity events, speakers, panels, and/or programs that will offer additional opportunities to employees to gain experience and knowledge about jobs and careers beyond their current one.
- b. Support departments to provide work experience opportunities and special assignments to support Succession Planning efforts including:
 - Work out of classification assignments
 - Acting assignments
 - Temporary/provisional appointments

- Job rotation
 - Short term projects
 - Committee assignments
 - Enhanced training opportunities
 - Development experience opportunities
 - Coaching and mentoring projects
- c. Provide appropriate support services to employees.
 - d. On an ongoing basis, enforce County EEO Policy against discrimination, harassment, and retaliation.
 - e. Work to identify and eliminate artificial barriers to career growth/ mobility.
 - f. Explore additional ways to actively support and enhance the County and departmental DEI initiatives, programs, and learning/ trainings, as well as succession Planning programs and career development initiatives.
 - g. Provide management development and leadership programs with a focus on developing future leaders.

6. Expand on Diversity, Equity, and Inclusion initiatives and programs

- a. Launch new Office of Equity and Social Justice to focus on ways to promote equity and social justice throughout programs and community.
- b. Enhance and expand DEI efforts through learning, trainings, and work on issues such as recruitment, trainings, implicit bias, and promoting a more inclusive and equitable work environment.

Step 6: Internal Dissemination

In March, 2014, and June 2017, the County's EEO policy was distributed to all County employees, including procedures on how to resolve or file a complaint.

Additionally, the County plans to:

- Make a copy of this County EEO Utilization Report available on the County intranet page, for any interested employees;
- Make physical copies of this County EEO Utilization Report available in the County's Human Resources Office;
- Provide departmental leadership with access to this County EEO Utilization Report, via email link;
- Provide Human Resources senior management staff with this County EEO Utilization Report, via email, and;
- Communicate to all supervisory staff to ensure they are familiar with the County's EEO objectives.

Step 7: External Dissemination

- Post this County EEO Utilization Report on the County's public internet site;
- Make physical copies of this County EEO Utilization Report available in the County's Human Resources Office;
- Use County internet and public webpage to display this report and inform the public, community, and vendors and contractors of the existence of this County EEO Utilization Report, and;
- Continue to include the statement The County of San Mateo is an Equal Opportunity Employer in all job applications and postings.

Utilization Analysis Chart
Relevant Labor Market: San Mateo County, California

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 #/%	90/22%	22/5%	12/3%	0/0%	39/9%	0/0%	4/1%	0/0%	122/29%	40/10%	18/4%	0/0%	68/16%	0/0%	3/1%	0/0%
CLS #/%	21,670/37%	3,315/6%	590/1%	95/0%	7,565/13%	235/0%	460/1%	135/0%	13,490/23%	2,730/5%	705/1%	40/0%	6,045/10%	270/0%	465/1%	60/0%
Utilization #/%	-16%	-0%	2%	-0%	-4%	-0%	0%	-0%	6%	5%	3%	-0%	6%	-0%	-0%	-0%
Professionals																
Workforce #/%	273/12%	136/6%	61/3%	5/0%	245/11%	8/0%	23/1%	0/0%	516/22%	353/15%	75/3%	9/0%	565/25%	9/0%	28/1%	0/0%
CLS #/%	24,445/29%	2,815/3%	985/1%	30/0%	14,180/17%	265/0%	725/1%	585/1%	22,340/26%	3,695/4%	975/1%	25/0%	12,330/15%	180/0%	600/1%	480/1%
Utilization #/%	-17%	3%	1%	0%	-6%	0%	0%	-1%	-4%	11%	2%	0%	10%	0%	1%	-1%
Technicians																
Workforce #/%	41/5%	60/8%	15/2%	1/0%	78/10%	6/1%	10/1%	0/0%	103/13%	228/30%	30/4%	3/0%	156/20%	19/2%	14/2%	0/0%
CLS #/%	2,790/27%	625/6%	290/3%	0/0%	1,945/19%	120/1%	100/1%	85/1%	1,655/16%	500/5%	210/2%	0/0%	1,835/18%	65/1%	115/1%	20/0%
Utilization #/%	-22%	2%	-1%	0%	-9%	-0%	0%	-1%	-3%	25%	2%	0%	3%	2%	1%	-0%
Protective Services: Sworn																
Workforce #/%	229/53%	74/17%	23/5%	4/1%	38/9%	9/2%	9/2%	0/0%	30/7%	13/3%	1/0%	0/0%	6/1%	0/0%	0/0%	0/0%
CLS #/%	1,985/38%	775/15%	315/6%	0/0%	645/12%	60/1%	40/1%	25/0%	470/9%	300/6%	120/2%	60/1%	285/6%	50/1%	35/1%	0/0%
Utilization #/%	14%	2%	-1%	1%	-4%	1%	1%	-0%	-2%	-3%	-2%	-1%	-4%	-1%	-1%	0%
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	200/27%	20/3%	0/0%	0/0%	250/34%	0/0%	0/0%	35/5%	140/19%	10/1%	15/2%	0/0%	45/6%	25/3%	0/0%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	94/8%	63/5%	12/1%	1/0%	103/9%	5/0%	10/1%	0/0%	230/19%	319/27%	47/4%	5/0%	249/21%	25/2%	29/2%	0/0%
CLS #/%	15,765/18%	6,990/8%	1,490/2%	60/0%	10,270/12%	420/0%	375/0%	335/0%	21,495/25%	11,385/13%	1,990/2%	205/0%	13,380/15%	1,050/1%	885/1%	510/1%

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
	%				%				%	%			%			
Utilization #/%	-10%	-3%	-1%	0%	-3%	-0%	0%	-0%	-6%	14%	2%	0%	5%	1%	1%	-1%
Skilled Craft																
Workforce #/%	32/52%	15/24%	2/3%	0/0%	8/13%	3/5%	1/2%	0/0%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	10,465/41%	8,585/33%	745/3%	50/0%	3,820/15%	260/1%	295/1%	175/1%	430/2%	345/1%	50/0%	0/0%	395/2%	0/0%	14/0%	0/0%
Utilization #/%	11%	-9%	0%	-0%	-2%	4%	0%	-1%	-2%	-1%	1%	0%	-2%	0%	-0%	0%
Service/Maintenance																
Workforce #/%	72/18%	73/18%	27/7%	0/0%	42/11%	5/1%	10/3%	0/0%	32/8%	93/23%	11/3%	4/1%	20/5%	5/1%	2/1%	0/0%
CLS #/%	11,405/14%	23,415/28%	1,805/2%	85/0%	10,045/12%	650/1%	410/0%	580/1%	9,480/11%	14,400/17%	845/1%	65/0%	8,505/10%	505/1%	360/0%	310/0%
Utilization #/%	4%	-10%	5%	-0%	-2%	0%	2%	-1%	-3%	6%	2%	1%	-5%	1%	0%	-0%

Significant Underutilization Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators	✓				✓											
Professionals	✓				✓			✓	✓							✓
Technicians	✓				✓			✓								
Protective Services: 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: Shalah Turner

EEO Analyst

12-17-2020

[signature]

[title]

[date]