

## Narrative Interpretation of Data

The City of Elkins (City) participates in the State and Local Government Information Report (EEO-4), EEOC Form 164, also referred to as the EEO-4 Report, on a mandatory biennial basis and regularly reviews our diversity and inclusion policy and recruiting activities.

The City has a broad-reaching recruitment strategy and our applicant tracking system posts on several job boards that are seen throughout the country. The City recruitment area extends beyond Randolph County and boarding counties including Pocahontas County, Tucker County, Pendleton County, Grant County, Upshur County, Webster County, and Barbour County where all our employees live.

The City reviewed the Utilization Analysis (comparing the relevant labor market of Randolph County) and noted the following.

1. White females were under-represented with two or more standard deviations in the following job categories: Officials/Administrators (-5%), Professionals (-9%), Technicians (-47%), Protective Services Sworn (-5%), Protective Services Non-Sworn (-100%); the City has all sworn officers, Skilled Craft (-9%), Service/Maintenance (-46%).
2. Black females were under-represented in the following job categories: Technicians (-2) and Administrative Support (-2), Service/Maintenance (-1%)
3. American Indian or Alaska Native females were under-represented in the following job categories: Administrative Support (-1).
3. Asian females were under-represented in the following job categories: Service/Maintenance (-1%).
4. Two or More Races/Other females were under-represented in the following job categories: Professionals (-1), and Service/Maintenance (-1%).
5. White males were under-represented in the following job categories: Protective Services Sworn (-3%), Administrative Support (-3), and Skilled Craft (-91); the City has 0% staff allocated to Skilled Craft.
6. Hispanic or Latino Males were under-represented in the following job categories: Professionals (-1%) and Technicians (-2%).
7. Black or African American Males were under-represented in the following job categories: Professionals (-1%), Technicians (-3%).
8. American Indian or Alka Native were under-represented in the following job categories: Technicians (-2).
9. Asian males were under-represented in the following job categories: Professionals (-1).
10. Two or More Races/Other males were under-represented in the following job categories: Administrative Support (-1%).

There was an overrepresentation of white males in the Service/Maintenance job category of 47%. 56 employees were constituting the bulk of the City of Elkins staff. The job types represented in this category are from our Sanitation, Wastewater, Street Department, and

Water Department, which are mainly comprised of white male workers. Workers are mostly from Randolph County which is over 92% white.

The City uses a range of modern recruitment and personnel administration practices to ensure that it is fielding a dedicated, high-achieving workforce and is committed to building an equitable and inclusive city.