

EEO Utilization Report

Organization Information

Name: City of Elkins

City: Elkins

State: WV

Zip: 26241

Type: County/Municipal Government

Section 1: EEO Policy Statement

Policy Statement:

See Attachment

Section 5: Narrative Interpretation of Data

See Attached.

Section 6: Objectives and Steps

1. Continue to implement bias-free screening processes

- a. Continue to use applicant tracking system that broadens recruitment channels.
- b. Posting inclusive job descriptions and include our equal opportunity employer (EEO) statement at the bottom of every job post.
- c. Ensure every job posted has pre-determined interview questions so everyone who interviews is treated fairly.
- d. Conduct interviews based on skills and abilities and have a candidate scoring sheet for each candidate interview.

2. Foster a culture of inclusion

- a. Maximize opportunities for all-hands training, presentations, and social/recreational events to further strengthen interdepartmental relationships and collaboration
- b. We are promoting inclusivity, treating everyone with respect, and having the same review processes for all staff.
- c. Supervisors are encouraged to engage in conversations with employees and keep an open line of communication.
- d. Update our Personnel Manual to incorporate a community of inclusion.

3. Train and develop employees to a high standard

- a. Train supervisors in management techniques
- b. Identify and deploy an employee training platform
- c. Evaluate feasibility of providing access to third-party/online training programs

Section 7: Dissemination Strategy: Internal

Internal Dissemination

1. Send an e-mail to all employees, to let them know the location of the EEOP Utilization Report.
2. The EEO Utilization Report will be permanently posted and conspicuously displayed in City Human Resources.

Section 7: Dissemination Strategy: External

External Dissemination

1. Post a copy of the EEOP Utilization Report on the City's public job opening website for applicants to view
2. We will have a copy of the EEOP Utilization Report, available for viewing, in the Office of Human Resources.
3. We will include the following on job postings and on the employment opportunity website: The City is an equal opportunity employer, including disability and protected veteran status, and fills positions on the basis of an individual's qualifications and ability to perform the essential functions of the job to be filled. For more information about this and other city hiring and personnel policies, you may download the City of Elkins Personnel Manual on this page.

Utilization Analysis Chart
Relevant Labor Market: Randolph County
, West Virginia

| 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 #/% | 6/67% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 3/33% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 655/62% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 410/38% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 5% | 0% | 0% | 0% | 0% | 0% | 0% | -5% | 0% | 0% | 0% | 0% | 0% | 0% |
| Professionals | | | | | | | | | | | | | | |
| Workforce #/% | 1/50% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 1/50% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 680/38% | 10/1% | 15/1% | 0/0% | 10/1% | 0/0% | 0/0% | 1,060/59% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 20/1% |
| Utilization #/% | 12% | -1% | -1% | 0% | -1% | 0% | 0% | -9% | 0% | 0% | 0% | 0% | 0% | -1% |
| Technicians | | | | | | | | | | | | | | |
| Workforce #/% | 2/100% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 525/44% | 25/2% | 40/3% | 20/2% | 0/0% | 0/0% | 0/0% | 560/47% | 0/0% | 20/2% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 56% | -2% | -3% | -2% | 0% | 0% | 0% | -47% | 0% | -2% | 0% | 0% | 0% | 0% |
| Protective Services: Sworn | | | | | | | | | | | | | | |
| Workforce #/% | 11/92% | 0/0% | 1/8% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 260/95% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 15/5% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | -3% | 0% | 8% | 0% | 0% | 0% | 0% | -5% | 0% | 0% | 0% | 0% | 0% | 0% |
| Protective Services: Non-sworn | | | | | | | | | | | | | | |
| Workforce #/% | 0/NaN | 0/NaN | 0/NaN | 0/NaN | 0/NaN | 0/NaN | 0/NaN | 0/NaN | 0/NaN | 0/NaN | 0/NaN | 0/NaN | 0/NaN | 0/NaN |
| CLS #/% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 10/100% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | NaN | NaN | NaN | NaN | NaN | NaN | NaN | NaN | NaN | NaN | NaN | NaN | NaN | NaN |
| Administrative Support | | | | | | | | | | | | | | |
| Workforce #/% | 3/25% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 9/75% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 660/28% | 0/0% | 10/0% | 0/0% | 4/0% | 0/0% | 35/1% | 1,575/66% | 0/0% | 55/2% | 15/1% | 10/0% | 0/0% | 10/0% |
| Utilization #/% | -3% | 0% | -0% | 0% | -0% | 0% | -1% | 9% | 0% | -2% | -1% | -0% | 0% | -0% |
| Skilled Craft | | | | | | | | | | | | | | |

| Job Categories | Male | | | | | | | Female | | | | | | |
|----------------------------|-----------|--------------------|---------------------------|----------------------------------|-------|---|-------------------------|-----------|--------------------|---------------------------|----------------------------------|-------|---|-------------------------|
| | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races/Other | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races/Other |
| Workforce #/% | 0/NaN | 0/NaN | 0/NaN | 0/NaN | 0/NaN | 0/NaN | 0/NaN | 0/NaN | 0/NaN | 0/NaN | 0/NaN | 0/NaN | 0/NaN | 0/NaN |
| CLS #/% | 1,065/91% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 105/9% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | NaN | NaN | NaN | NaN | NaN | NaN | NaN | NaN | NaN | NaN | NaN | NaN | NaN | NaN |
| Service/Maintenance | | | | | | | | | | | | | | |
| Workforce #/% | 54/96% | 0/0% | 0/0% | 0/0% | 1/2% | 0/0% | 0/0% | 1/2% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 1,900/49% | 4/0% | 0/0% | 0/0% | 10/0% | 0/0% | 0/0% | 1,855/48% | 15/0% | 55/1% | 0/0% | 20/1% | 0/0% | 20/1% |
| Utilization #/% | 47% | -0% | 0% | 0% | 2% | 0% | 0% | -46% | -0% | -1% | 0% | -1% | 0% | -1% |

Significant Underutilization Chart

| Job Categories | Male | | | | | | | Female | | | | | | |
|----------------------------|-------|--------------------|---------------------------|----------------------------------|-------|---|-------------------------|--------|--------------------|---------------------------|----------------------------------|-------|---|-------------------------|
| | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races/Other | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races/Other |
| Service/Maintenance | | | | | | | | ✓ | | | | | | |

Law Enforcement Category Rank 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 |
| Chief | | | | | | | | | | | | | | |
| Workforce #/% | 1/100% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Captain | | | | | | | | | | | | | | |
| Workforce #/% | 1/100% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Lieutenant | | | | | | | | | | | | | | |
| Workforce #/% | 1/100% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Sergeant | | | | | | | | | | | | | | |
| Workforce #/% | 1/100% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Corporal | | | | | | | | | | | | | | |
| Workforce #/% | 3/100% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Protective Services: Sworn-Patrol Officers | | | | | | | | | | | | | | |
| Workforce #/% | 4/80% | 0/0% | 1/20% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |

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.

[signature]

[title]

[date]