

EEO Utilization Report

Organization Information

Name: Kitsap County

City: Port Orchard

State: WA

Zip: 98366

Type: County/Municipal Law Enforcement

Step 1: Introductory Information

Policy Statement:

Kitsap County is an equal opportunity employer. The County believes the participation of employees of diverse ages, races, religions, cultures, abilities, genders, gender identity, abilities, and backgrounds, shall add to personal development and organizational success. By express policy, the County is committed to promoting and protecting the rights and opportunities for equal employment for all and to ensure that no discrimination is committed against any person on the basis of race, color, religion, gender, national origin, age, disability, veterans status, marital status or sexual orientation, HIV status, genetic information, or sensory, mental or physical disability. This policy extends to all areas of employment and to all relations with employees including recruitment, selection and placement, compensation, promotion and transfer, disciplinary matters, demotions, layoffs and terminations, testing and training, working conditions, awards and benefits, and all other terms and conditions of employment.

Step 4b: Narrative of Interpretation

The highest levels of male minority employee under-utilization are in the Asian ethnicity for Professionals (2%), while Asians, Hispanics/Latinos and those declaring Two or more races are underutilized in the Protective Services - Sworn category (8%, 5%, and 6% respectively). In addition, white males continue to be underutilized (18%) in the Administrative Support job group.

The highest levels of female under-utilization are in the Protective Sworn Officers category for white females (at 10%), and for white females in the skilled craft (at 4%) and in the service maintenance job category (at 16%). White females are also underutilized in the officials/administrators job category (7%).

Kitsap County is reviewing and implementing additional recruitment efforts and processes to assist in improving our workforce diversity in the underutilized categories.

Step 5: Objectives and Steps

1. 1. Other Programs & Training Opportunities

- a. In 2018, the County Board of Commissioners approved an ordinance setting forth the County's commitment to equal opportunity, equity and non-discrimination in all of its employment practices, as well as approved an updated non-discrimination policy. The County continues to offer diversity, inclusion and non-discrimination training to all county employees.
- b. The Sheriff's Office will continue to look for ways to expand opportunities for females and minorities to participate in the Cadet program.
- c. A paid internship program was developed and implemented in 2018 for a variety of Kitsap County careers. The internship program was expanded in 2019 and will continue to be used to create a pipeline into hard-to-fill jobs for women and minorities.
- d. In 2018, introduced de-identified screening processes for most county recruitments, to eliminate implicit bias in the hiring process. Will continue to use that process going forward. Also have developed and deployed an implicit bias training for all recruitment participants.
- e. In 2019, the County reduced the education requirement from some college (90 units) to a high school diploma for Sheriff Deputy positions and eliminated the college requirement for the County's program to create a pipeline into skilled craft and service maintenance positions. These changes are designed to increase the numbers of women and minorities meeting the minimum qualifications for these job categories.

2. 2. Expand Advertisement Efforts

- a. In 2018, Kitsap County began additional advertisement efforts on diversity sites and media, in an effort to increase the number of minority applicants for each open position. This advertisement boost continues to be funded and used in 2019. Additionally, the County contracted with a service to weekly send open county career opportunities to additional media sites designed to attract diverse candidates.
- b. Interns were hired to provide additional marketing, branding and outreach tools to attract a wider variety and greater diversity of applicants for Kitsap County jobs. The County intends to create a regular position to take this work on year-round.

3. 3. Expand Recruitment Efforts

- a. Continue to use a national firm for Deputy Sheriff and Corrections Deputy testing and recruitment in order to maximize candidate pool (nationwide v. local area search).
- b. Expanded the County's participation at career fairs, veteran's events and other events designed to attract minorities and women to learn about career opportunities.

Step 6: Internal Dissemination

The EEO Utilization Report for Kitsap County will be posted on the Human Resources intranet webpage with a link from the County's EEO information and process webpage.

An email will be sent to all County employees that the EEO Utilization Report is available at the Human Resources EEO webpage.

Step 7: External Dissemination

The EEO Utilization Report for Kitsap County will be posted on the County's Human Resources internet webpage with a link to the County's EEO information and process webpage.

Contractors and vendors that conduct business with Kitsap County will be notified via email that a copy of the EEO Utilization Report is available at the Human Resources EEO webpage.

Utilization Analysis Chart
Relevant Labor Market: Kitsap County, Washington

| 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 #/% | 44/68% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 2/3% | 0/0% | 19/29% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 6,000/52% | 155/1% | 120/1% | 100/1% | 105/1% | 15/0% | 129/1% | 15/0% | 4,215/37% | 135/1% | 90/1% | 25/0% | 210/2% | 45/0% | 135/1% | 40/0% |
| Utilization #/% | 16% | -1% | -1% | -1% | -1% | -0% | 2% | -0% | -7% | -1% | -1% | -0% | -2% | -0% | -1% | -0% |
| Professionals | | | | | | | | | | | | | | | | |
| Workforce #/% | 87/39% | 2/1% | 2/1% | 0/0% | 1/0% | 0/0% | 1/0% | 0/0% | 111/50% | 0/0% | 3/1% | 0/0% | 8/4% | 2/1% | 6/3% | 0/0% |
| CLS #/% | 7,500/41% | 275/2% | 90/0% | 40/0% | 480/3% | 20/0% | 85/0% | 30/0% | 8,810/49% | 185/1% | 40/0% | 130/1% | 270/1% | 25/0% | 105/1% | 35/0% |
| Utilization #/% | -2% | -1% | 0% | -0% | -2% | -0% | -0% | -0% | 1% | -1% | 1% | -1% | 2% | 1% | 2% | -0% |
| Technicians | | | | | | | | | | | | | | | | |
| Workforce #/% | 47/39% | 0/0% | 4/3% | 2/2% | 1/1% | 1/1% | 6/5% | 0/0% | 48/40% | 1/1% | 1/1% | 2/2% | 2/2% | 2/2% | 4/3% | 0/0% |
| CLS #/% | 1,310/38% | 75/2% | 80/2% | 0/0% | 120/4% | 0/0% | 79/2% | 35/1% | 1,425/42% | 80/2% | 0/0% | 4/0% | 175/5% | 20/1% | 20/1% | 0/0% |
| Utilization #/% | 1% | -2% | 1% | 2% | -3% | 1% | 3% | -1% | -2% | -2% | 1% | 2% | -3% | 1% | 3% | 0% |
| Protective Services: Sworn-Officials | | | | | | | | | | | | | | | | |
| Workforce #/% | 7/70% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 2/20% | 0/0% | 0/0% | 0/0% | 0/0% | 1/10% | 0/0% | 0/0% |
| CLS #/% | 1,245/62% | 105/5% | 90/4% | 40/2% | 170/8% | 30/1% | 120/6% | 20/1% | 175/9% | 14/1% | 0/0% | 0/0% | 10/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 8% | -5% | -4% | -2% | -8% | -1% | -6% | -1% | 11% | -1% | 0% | 0% | -0% | 10% | 0% | 0% |
| Protective Services: Sworn-Patrol Officers | | | | | | | | | | | | | | | | |
| Workforce #/% | 96/67% | 4/3% | 4/3% | 0/0% | 2/1% | 2/1% | 3/2% | 0/0% | 27/19% | 1/1% | 2/1% | 0/0% | 2/1% | 0/0% | 0/0% | 0/0% |
| Civilian Labor Force #/% | 4,195/45% | 465/5% | 280/3% | 110/1% | 190/2% | 50/1% | 185/2% | 105/1% | 2,695/29% | 270/3% | 200/2% | 54/1% | 215/2% | 65/1% | 180/2% | 10/0% |
| Utilization #/% | 22% | -2% | -0% | -1% | -1% | 1% | 0% | -1% | -10% | -2% | -1% | -1% | -1% | -1% | -2% | -0% |
| Protective Services: Non-sworn | | | | | | | | | | | | | | | | |

| 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 #/% | 7/88% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 1/12% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 85/50% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 85/50% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 38% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | -38% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| Administrative Support | | | | | | | | | | | | | | | | |
| Workforce #/% | 20/9% | 0/0% | 0/0% | 0/0% | 1/0% | 0/0% | 0/0% | 0/0% | 171/73% | 8/3% | 3/1% | 2/1% | 9/4% | 3/1% | 16/7% | 0/0% |
| CLS #/% | 6,480/27% | 325/1% | 130/1% | 65/0% | 410/2% | 70/0% | 140/1% | 80/0% | 13,285/55% | 870/4% | 315/1% | 225/1% | 795/3% | 235/1% | 435/2% | 160/1% |
| Utilization #/% | -18% | -1% | -1% | -0% | -1% | -0% | -1% | -0% | 18% | -0% | -0% | -0% | 1% | 0% | 5% | -1% |
| Skilled Craft | | | | | | | | | | | | | | | | |
| Workforce #/% | 92/87% | 5/5% | 2/2% | 0/0% | 2/2% | 2/2% | 2/2% | 0/0% | 1/1% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 8,735/80% | 425/4% | 390/4% | 160/1% | 275/3% | 40/0% | 160/1% | 60/1% | 585/5% | 4/0% | 0/0% | 0/0% | 95/1% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 7% | 1% | -2% | -1% | -1% | 2% | 0% | -1% | -4% | -0% | 0% | 0% | -1% | 0% | 0% | 0% |
| Service/Maintenance | | | | | | | | | | | | | | | | |
| Workforce #/% | 57/66% | 2/2% | 2/2% | 0/0% | 3/3% | 2/2% | 2/2% | 0/0% | 15/17% | 0/0% | 1/1% | 0/0% | 2/2% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 10,415/40% | 1,355/5% | 605/2% | 250/1% | 735/3% | 140/1% | 445/2% | 120/0% | 8,865/34% | 1,110/4% | 505/2% | 115/0% | 1,065/4% | 145/1% | 305/1% | 25/0% |
| Utilization #/% | 27% | -3% | 0% | -1% | 1% | 2% | 1% | -0% | -16% | -4% | -1% | -0% | -2% | -1% | -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 |
| Professionals | | | | | ✓ | | | | | | | | | | | |
| Protective Services: Sworn-Patrol Officers | | | | | | | | | ✓ | | | | | | | |
| Administrative Support | ✓ | | | | | | | | | | | | | | | |
| Skilled Craft | | | | | | | | | ✓ | | | | | | | |
| 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 |
| Officials | | | | | | | | | | | | | | | | |
| Workforce #/% | 7/70% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 2/20% | 0/0% | 0/0% | 0/0% | 0/0% | 1/10% | 0/0% | 0/0% |
| Protective Services: Sworn-Patrol Officers | | | | | | | | | | | | | | | | |
| Workforce #/% | 96/67% | 4/3% | 4/3% | 0/1% | 2/1% | 2/1% | 3/2% | 0/0% | 27/19% | 1/1% | 2/1% | 0/0% | 2/1% | 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]

HR Director
[title]

7/2/19
[date]

