

# EEO Utilization Report

## Organization Information

Name: County Of Lancaster, PA

City: Lancaster

State: PA

Zip: 17603

Type: County/Municipal Law Enforcement

## **Step 1: Introductory Information**

### **Policy Statement:**

#### Equal Employment Opportunity Statement

Lancaster County Government provides Equal Employment Opportunity for all persons regardless of race, religion, age, sex, national origin, genetic information or disability. The County also observes all applicable laws regarding Veterans status. The County reflects this action in all areas of employment and compensation practices and policies. Employment with the County is based upon the ability to perform the job, as well as dependability and reliability once an individual is hired.

## **Step 4b: Narrative of Interpretation**

See attached

## **Step 5: Objectives and Steps**

**1. Professionals-Focus on opportunities to hire male/female Asian applicants that are qualified. Address same with White males.**

- a. Administrative support-Focus on opportunities to hire White and Black/African American males. Seek additional applicants from Careerlink customers.

## **Step 6: Internal Dissemination**

- 1-Post on the County of Lancaster public website
- 2-Post in the Office of Human Resources
- 3-Post in all County of Lancaster and Court buildings in a public location

## **Step 7: External Dissemination**

- 1-Post on the County of Lancaster public website
- 2-Post in the Office of Human Resources
- 3-Post in all County of Lancaster and Court buildings in a public location

**Utilization Analysis Chart**  
**Relevant Labor Market: Pennsylvania**

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
<b>Officials/Administrators</b>																
Workforce #/%	45/47%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	47/49%	2/2%	2/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	365,105/54%	8,570/1%	16,745/2%	215/0%	10,745/2%	20/0%	1,750/0%	640/0%	232,140/35%	6,215/1%	22,015/3%	240/0%	6,140/1%	25/0%	1,670/0%	565/0%
Utilization #/%	-7%	-1%	-2%	-0%	-2%	-0%	-0%	-0%	14%	1%	-1%	-0%	-1%	-0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	180/26%	11/2%	14/2%	0/0%	5/1%	0/0%	0/0%	0/0%	425/62%	30/4%	18/3%	0/0%	3/0%	1/0%	1/0%	0/0%
CLS #/%	405,765/37%	10,440/1%	25,215/2%	555/0%	29,635/3%	115/0%	2,220/0%	1,530/0%	527,855/48%	13,665/1%	43,785/4%	470/0%	23,130/2%	110/0%	3,230/0%	1,990/0%
Utilization #/%	-11%	1%	-0%	-0%	-2%	-0%	-0%	-0%	13%	3%	-1%	-0%	-2%	0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	47/44%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	56/52%	1/1%	2/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	65,295/35%	1,680/1%	5,210/3%	95/0%	3,830/2%	20/0%	455/0%	255/0%	90,060/48%	2,565/1%	11,585/6%	200/0%	4,015/2%	0/0%	710/0%	210/0%
Utilization #/%	9%	-1%	-2%	-0%	-2%	-0%	-0%	-0%	4%	-0%	-4%	-0%	-2%	0%	-0%	-0%
<b>Protective Services:</b>																
<b>Sworn-Officials</b>																
Workforce #/%	6/75%	1/12%	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 #/%	64,625/67%	2,525/3%	12,295/13%	50/0%	725/1%	10/0%	620/1%	110/0%	9,315/10%	900/1%	5,590/6%	45/0%	120/0%	35/0%	128/0%	50/0%
Utilization #/%	8%	10%	-13%	-0%	-1%	-0%	-1%	-0%	3%	-1%	-6%	-0%	-0%	-0%	-0%	-0%
<b>Protective Services:</b>																
<b>Sworn-Patrol Officers</b>																
Workforce #/%	31/66%	2/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/21%	3/6%	0/0%	0/0%	0/0%	1/2%	0/0%	0/0%
Civilian Labor Force #/%	243,115/46%	27,760/5%	37,500/7%	430/0%	4,615/1%	100/0%	2,835/1%	870/0%	153,310/29%	17,810/3%	35,080/7%	220/0%	3,710/1%	8/0%	2,605/0%	835/0%
Utilization #/%	20%	-1%	-7%	-0%	-1%	-0%	-1%	-0%	-8%	3%	-7%	-0%	-1%	2%	-0%	-0%
<b>Protective Services: Non-sworn</b>																

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 #/%	218/57%	32/8%	32/8%	0/0%	3/1%	1/0%	0/0%	0/0%	68/18%	18/5%	12/3%	0/0%	0/0%	0/0%	1/0%	0/0%				
CLS #/%	4,510/36%	200/2%	435/3%	15/0%	10/0%	0/0%	35/0%	15/0%	6,255/49%	150/1%	960/8%	20/0%	30/0%	0/0%	45/0%	0/0%				
Utilization #/%	21%	7%	5%	-0%	1%	0%	-0%	-0%	-32%	3%	-4%	-0%	-0%	0%	-0%	0%				
<b>Administrative Support</b>																				
Workforce #/%	20/5%	4/1%	4/1%	0/0%	1/0%	0/0%	0/0%	0/0%	286/70%	68/17%	20/5%	1/0%	5/1%	0/0%	0/0%	0/0%				
CLS #/%	449,620/29%	17,970/1%	42,365/3%	465/0%	12,555/1%	0/0%	3,160/0%	1,530/0%	846,465/55%	33,335/2%	93,965/6%	1,000/0%	16,945/1%	125/0%	6,525/0%	2,615/0%				
Utilization #/%	-25%	-0%	-2%	-0%	-1%	0%	-0%	-0%	15%	14%	-1%	0%	0%	-0%	-0%	-0%				
<b>Skilled Craft</b>																				
Workforce #/%	4/100%	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%	0/0%	0/0%				
CLS #/%	429,225/86%	16,710/3%	21,300/4%	380/0%	4,375/1%	130/0%	2,045/0%	850/0%	21,540/4%	1,325/0%	2,035/0%	20/0%	1,075/0%	0/0%	179/0%	50/0%				
Utilization #/%	14%	-3%	-4%	-0%	-1%	-0%	-0%	-0%	-4%	-0%	-0%	-0%	-0%	0%	-0%	-0%				
<b>Service/Maintenance</b>																				
Workforce #/%	39/59%	4/6%	4/6%	1/2%	0/0%	0/0%	0/0%	0/0%	15/23%	3/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%				
CLS #/%	732,190/45%	71,915/4%	89,965/6%	1,230/0%	20,840/1%	360/0%	6,940/0%	2,585/0%	541,895/33%	44,605/3%	78,330/5%	650/0%	19,155/1%	205/0%	5,100/0%	2,325/0%				
Utilization #/%	14%	2%	1%	1%	-1%	-0%	-0%	-0%	-11%	2%	-5%	-0%	-1%	-0%	-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
Professionals	✓				✓								✓			
Protective Services: Non-sworn									✓							
Administrative Support	✓		✓													

### 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
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	31/66%	2/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/21%	3/6%	0/0%	0/0%	0/0%	1/2%	0/0%	0/0%



### **Under Utilization Report:**

The County of Lancaster has underutilization results in the following areas:

#### **Professionals:**

Males:

White -11%

Asian -2%

Females:

Asian -2%

The County has recently engaged in additional recruiting actions that may address the underutilization results for Professionals. The first is reaching significantly more candidates through public job websites such as Indeed vs. only posting on the County website. Secondly, several of the Counties larger departments (Children and Youth, Probation and Parole, Prison, Office of Aging) have developed direct recruiting opportunities with several local colleges to grow the application pool and diversity.

---

#### **Protective Services Unsworn:**

Females:

White -32%

Black or African American -4%

This category shows underutilization of female White and Black or African Americans. These results exist due to the nature of the County agencies and the gender of the employee mandated to fill the positions. The Lancaster County Prison and Youth Intervention Center, which populate approximately 75% of the Protective Services Category, largely require females work female units and males work male units creating the disparity results. Significant improvement should be noted where in 2015 White females in unsworn protective services results where -41%, a positive movement of 9 percentage points.

---

#### **Administrative Support:**

Males:

White -25%

Black or African American -2%

The County has recently engaged in additional recruiting actions that may address the underutilization results for Administrative Support. The first is reaching significantly more candidates through public job websites such as Indeed vs. only posting on the County website. Additional efforts can be made to reach underutilized White and African American Males through recruiting through CareerLink.

---

Overall, the County of Lancaster has improved results comparing 2015 and 2017 results. In 2015 the County experienced eleven areas with two or more standard deviations. For 2017, the County experience has decreased to seven areas with two or more standard deviations. The County of Lancaster has engaged with Indeed for a larger scale recruiting pool. The County has also recently implemented a new compensation plan that will make the County a more favorable employer. The County will engage in 2018/2019 job fairs to attract additional applicants and post Administrative Support positions with CareerLink. Diversity and Discrimination training is personally administered to all County of Lancaster Supervisors and Department Heads semi-annually 2016, 2018, etc. where proper hiring practices are discussed.