

# EEO Utilization Report

## Organization Information

Name: Allegan County

City: Allegan, MI 49010

State: MI

Zip: 49010

Type: County/Municipal Law Enforcement

## **Step 1: Introductory Information**

### **Policy Statement:**

It is the policy of Allegan County to prohibit unlawful discrimination in its personnel practices. This commitment includes providing equal opportunity to qualified persons and all personnel practices, without regard to race, color, religion, sex, age, national origin, veteran status, genetic information, disability, or other protected status according to applicable law. Following File has been uploaded:210\_AC-Policies-EEO.pdf

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

Upon review of the data, it appears that there are four areas of statistical concern, two related to white females and two related to white males. The first concern is that the recruitment of white females should be a priority to ensure the diversity of Allegan County's law enforcement and corrections team. Allegan County law enforcement currently has underutilized white females in protective sworn and non-sworn positions. Another concern is that white males are underutilized within Administrative Support and Officials/Administrator positions. Although the data does not indicate any further areas of concern, Allegan County leaders recognize the benefit of a diverse staff and feel there is an overall need to increase the employment of minorities wherever possible.

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

### **1. Our objective is to provide equal employment opportunities for women when filling vacancies in law enforcement.**

- a. Human Resources will continue to analyze and provide metrics related to the percentage of females hired for law enforcement positions in quarterly reports to the Board of Commissioners.
- b. While there may not be a direct correlation to any one process leading to the statistical deficiency, Allegan County is committed to continuous improvement. Over the past two years the phases of the hiring process were evaluated and adjusted to include female representation on the hiring team. We will continue to evaluate all phases of the process for improvement to ensure equal opportunity of employment.

### **2. Our objective is to provide equal employment opportunities for men when our organization fills vacancies for administrative support and officials/administrator positions.**

- a. Human Resources will provide quarterly reports to the Board of Commissioners which include metrics related to the percentage of males hired for officials/administrators.
- b. Human Resources will continue to analyze and provide metrics related to the percentage of males hired for administrative support positions in quarterly reports to the Board of Commissioners.
- c. While there may not be a direct correlation to any one process leading to the statistical deficiency, Allegan County is committed to continuous improvement. We will evaluate all phases of the hiring process from recruitment to onboarding and identify areas for improvement to ensure equal opportunity of employment.

### **3. Our objective is to continue utilizing a diverse recruitment plan.**

- a. Human Resources developed a county-wide recruitment plan by utilizing feedback from department heads on processes related to recruitment and retention.
- b. Continue to utilize the recruitment plan to broaden the applicant pool for our positions through job fairs, college recruitment events, employment branding, employee referrals, and social media platforms.
- c. Human Resources will develop a Diversity, Equity and Inclusion plan.

## **Step 6: Internal Dissemination**

EEO Utilization Report posted on Allegan County's Intranet site.

EEO Utilization Report placed in Allegan County's Policy and Procedures manual.

EEO Utilization Report distributed to all of Allegan County's supervisors, department heads, and elected officials.

An email notification will be sent to employees stating that a copy of the EEO Utilization Report is available on the Intranet and in the Policy and Procedures manual.

## **Step 7: External Dissemination**

All Allegan County job postings will include an EEO statement with a link to the EEO Utilization Report on our County website.

The EEO Utilization Report will be published on our County website - available for review by vendors and contractors.

**Utilization Analysis Chart**  
**Relevant Labor Market: Allegan County, Michigan**

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 #/%	16/44%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	20/56%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,760/63%	120/3%	0/0%	0/0%	35/1%	20/0%	0/0%	0/0%	1,335/31%	35/1%	10/0%	0/0%	20/0%	0/0%	0/0%	30/1%
Utilization #/%	-19%	-3%	0%	0%	-1%	-0%	0%	0%	25%	-1%	-0%	0%	-0%	0%	0%	-1%
<b>Professionals</b>																
Workforce #/%	15/34%	1/2%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	24/55%	1/2%	1/2%	0/0%	1/2%	0/0%	0/0%	0/0%
CLS #/%	2,525/45%	29/1%	40/1%	10/0%	40/1%	0/0%	8/0%	0/0%	2,765/49%	45/1%	10/0%	0/0%	15/0%	0/0%	110/2%	0/0%
Utilization #/%	-11%	2%	2%	-0%	-1%	0%	-0%	0%	5%	1%	2%	0%	2%	0%	-2%	0%
<b>Technicians</b>																
Workforce #/%	13/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	13/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	360/36%	10/1%	0/0%	0/0%	50/5%	0/0%	0/0%	0/0%	570/57%	0/0%	0/0%	0/0%	0/0%	0/0%	4/0%	0/0%
Utilization #/%	14%	-1%	0%	0%	-5%	0%	0%	0%	-7%	0%	0%	0%	0%	0%	-0%	0%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	27/96%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	195/80%	4/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	45/18%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	17%	-2%	0%	0%	0%	0%	0%	0%	-15%	0%	0%	0%	0%	0%	0%	0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	51/77%	2/3%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	11/17%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	2,135/40%	50/1%	0/0%	45/1%	0/0%	0/0%	29/1%	15/0%	2,705/51%	180/3%	45/1%	0/0%	4/0%	0/0%	64/1%	30/1%
Utilization #/%	37%	2%	0%	-1%	2%	0%	-1%	-0%	-34%	-3%	1%	0%	-0%	0%	-1%	-1%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	25/74%	2/6%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%	6/18%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	10/22%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	35/78%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

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 #/%	51%	6%	0%	0%	3%	0%	0%	0%	-60%	0%	0%	0%	0%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	20/12%	3/2%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	136/83%	3/2%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,460/27%	195/2%	110/1%	15/0%	45/0%	0/0%	25/0%	10/0%	5,885/65%	95/1%	85/1%	20/0%	60/1%	0/0%	60/1%	15/0%
Utilization #/%	-15%	-0%	-1%	-0%	-0%	0%	-0%	-0%	18%	1%	-0%	-0%	-1%	0%	-1%	-0%
<b>Skilled Craft</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	3,945/85%	210/5%	200/4%	0/0%	10/0%	0/0%	14/0%	10/0%	170/4%	55/1%	10/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Service/Maintenance</b>																
Workforce #/%	18/62%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/34%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	7,240/45%	1,655/10%	325/2%	50/0%	130/1%	0/0%	140/1%	0/0%	5,540/35%	610/4%	190/1%	0/0%	90/1%	0/0%	35/0%	25/0%
Utilization #/%	17%	-7%	-2%	-0%	-1%	0%	-1%	0%	-0%	-4%	-1%	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
<b>Officials/Administrators</b>	✓															
<b>Protective Services: Sworn-Patrol Officers</b>									✓							
<b>Protective Services: Non-sworn</b>									✓							
<b>Administrative Support</b>	✓															

### 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>Detective</b>																
Workforce #/%	5/100%	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%
<b>Sergeant</b>																
Workforce #/%	16/100%	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%
<b>Lieutenant</b>																
Workforce #/%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Captain</b>																
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%	0/0%	0/0%
<b>Undersheriff</b>																
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%	0/0%	0/0%
<b>Sheriff</b>																
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%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	51/77%	2/3%	0/0%	0/2%	1/2%	0/0%	0/0%	0/0%	11/17%	0/0%	1/2%	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.



Allegan County Administrator

9/20/21

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[signature]

[title]

[date]