

# EEO Utilization Report

## Organization Information

Name: St Clair County, IL

City: Belleville

State: IL

Zip: 62220

Type: County/Municipal Government

## **Section 1: EEO Policy Statement**

### **Policy Statement:**

St Clair County is an equal opportunity employer and adheres to the principles and practices outlined in applicable federal, state, and local laws and regulations that prohibit discrimination in employment and hiring. It is the policy and practice of the County to recruit, select, hire, train, promote, demote, terminate, compensate and administer all employment practices without regard to race, color, ancestry, national origin, religion, age, sex, sexual orientation, gender identity, genetic information, marital status, parental status, military service or veteran status, housing status, medical condition, pregnancy, or physical or mental disabilities unrelated to the ability to perform essential job functions with or without reasonable accommodations (except where a bona fide occupational qualification exists).

In accordance with applicable anti-discrimination laws and regulations, the purpose of the St. Clair County EEO Policy is to ensure that the County provides a workplace free from discrimination and harassment and provide an effective means for the resolution of discrimination and harassment complaints by County employees and applicants for employment. St. Clair County encourages its employees and applicants to raise any concerns regarding the EEO Policy with Human Resources. Retaliation against any person, who makes a report concerning potential violations of the Policy, is expressly forbidden pursuant to the terms of the Policy.

All employees shall adhere to this nondiscriminatory policy.

## **Section 5: Narrative Interpretation of Data**

See attachment.

## **Section 6: Objectives and Steps**

**1. St Clair County's overall objective is to provide EEO and equal access to opportunities in relationship to job opportunities at the County. This objective is identifying where the County lacks in achieving this goal. This objective includes encouraging and maintaining a workforce that is representative of St Clair County's labor force.**

a. The HR Manager along with the Director of Administration will evaluate trends in the applications that will be presented through the County's Talent Acquisition Software. We will identify possible reasons if such trend is noted that shows that we are not fully diverse in our hiring.

**2. To continue to support and train the St Clair hiring managers to ensure equal employment opportunity without regard to race, color, national origin, religion, sex, age, physical or mental disability, sexual orientation, gender identity or expression, political affiliation, marital or family status, genetic information, or any other characteristic protected by state or federal law**

a. St Clair County HR Manager and States Attorneys office will provide in-person training when possible to support hiring managers to identify and eliminate barriers to equal opportunity employment.

**3. To continue to inform all present and prospective employees of the County's Policy Prohibiting Discrimination for building an inclusive work environment**

a. The County will continue to collaborate to promote awareness of the EEO Policy among all County employees. We will review and if need be, revise the organization's recruitment strategies to ensure underutilized groups are targeted as identified by our internal analysis.

## **Section 7: Dissemination Strategy: Internal**

Provide the EEOP Utilization Report to all Hiring Managers. Continue to have our EEOP Utilization Report available on our intranet service for review by current County employees. Continue to post federal and State Anti-Discrimination posters in prominent locations throughout the departments of the County. Continue to have an EEO Policy in our personnel handbook which is reviewed annually by the HR Manager, States Attorneys employee/attorney who is assigned government affairs and the Director of Administration.

## **Section 7: Dissemination Strategy: External**

Continue to post a copy of the EEOP Utilization Report on the public St Clair County Website. Included in our talent acquisition software that a copy of our EEOP Utilization Report is available upon request. Notify all contractors and vendors that do business with St. Clair County that a copy of the St. Clair County's EEOP Utilization Report is available if requested.

# Utilization Analysis Chart

## Relevant Labor Market: St. Clair County, Illinois

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 #/%	83/53%	1/1%	18/12%	0/0%	0/0%	0/0%	0/0%	37/24%	3/2%	13/8%	0/0%	1/1%	0/0%	0/0%
CLS #/%	6,085/53%	215/2%	605/5%	0/0%	85/1%	0/0%	120/1%	3,430/30%	75/1%	705/6%	4/0%	90/1%	0/0%	70/1%
Utilization #/%	0%	-1%	6%	0%	-1%	0%	-1%	-6%	1%	2%	-0%	-0%	0%	-1%
<b>Professionals</b>														
Workforce #/%	55/37%	1/1%	2/1%	0/0%	0/0%	0/0%	1/1%	73/50%	3/2%	8/5%	0/0%	3/2%	0/0%	1/1%
CLS #/%	6,505/34%	215/1%	975/5%	0/0%	175/1%	0/0%	190/1%	9,285/48%	225/1%	1,490/8%	0/0%	135/1%	0/0%	135/1%
Utilization #/%	4%	-0%	-4%	0%	-1%	0%	-0%	2%	1%	-2%	0%	1%	0%	-0%
<b>Technicians</b>														
Workforce #/%	19/68%	0/0%	2/7%	0/0%	0/0%	0/0%	0/0%	6/21%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,745/51%	255/3%	660/7%	10/0%	50/1%	0/0%	40/0%	2,255/24%	70/1%	995/11%	55/1%	65/1%	0/0%	95/1%
Utilization #/%	17%	-3%	0%	-0%	-1%	0%	-0%	-3%	-1%	-7%	-1%	-1%	0%	-1%
<b>Protective Services:</b>														
<b>Sworn</b>														
Workforce #/%	98/49%	0/0%	57/29%	0/0%	0/0%	0/0%	1/1%	23/12%	1/1%	19/10%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,330/65%	25/1%	385/19%	0/0%	0/0%	0/0%	25/1%	125/6%	0/0%	160/8%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-16%	-1%	10%	0%	0%	0%	-1%	5%	1%	2%	0%	0%	0%	0%
<b>Protective Services: Non-sworn</b>														
Workforce #/%	6/46%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/46%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%
CLS #/%	105/62%	0/0%	20/12%	0/0%	0/0%	0/0%	4/2%	10/6%	0/0%	30/18%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-16%	0%	-12%	0%	0%	0%	-2%	40%	0%	-10%	0%	0%	0%	0%
<b>Administrative Support</b>														
Workforce #/%	36/14%	2/1%	10/4%	0/0%	1/0%	0/0%	0/0%	136/54%	11/4%	56/22%	0/0%	0/0%	0/0%	2/1%
CLS #/%	6,000/25%	230/1%	1,135/5%	0/0%	125/1%	0/0%	165/1%	11,695/49%	450/2%	3,315/14%	50/0%	190/1%	0/0%	305/1%
Utilization #/%	-11%	-0%	-1%	0%	-0%	0%	-1%	4%	2%	8%	-0%	-1%	0%	-1%

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>Skilled Craft</b>														
Workforce #/%	23/85%	0/0%	4/15%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	7,095/82%	275/3%	710/8%	0/0%	0/0%	20/0%	4/0%	265/3%	55/1%	145/2%	20/0%	10/0%	0/0%	60/1%
Utilization #/%	3%	-3%	7%	0%	0%	-0%	-0%	-3%	-1%	-2%	-0%	-0%	0%	-1%
<b>Service/Maintenance</b>														
Workforce #/%	30/70%	2/5%	7/16%	0/0%	0/0%	0/0%	0/0%	3/7%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	8,915/36%	625/2%	3,000/12%	0/0%	70/0%	10/0%	150/1%	7,065/28%	375/1%	4,205/17%	0/0%	260/1%	25/0%	370/1%
Utilization #/%	34%	2%	4%	0%	-0%	-0%	-1%	-21%	1%	-17%	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
Professionals			✓											
Protective Services: Sworn	✓													
Administrative Support	✓													
Service/Maintenance								✓		✓				

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.

<u>A m Baum</u>	<u>HR MANAGER</u>	<u>7/8/24</u>
[signature]	[title]	[date]

From the prior previously submitted EEO Utilization Report, The HR Department analyzed county departments, offices, and job positions that identified underutilized areas. The department enhanced outreach efforts that targeted this underutilized population by working with department heads and hiring managers to make them aware of the deficits and possibly identify areas we are lacking in recruiting these underutilized individuals.

This Report compares the workforce in our county of St. Clair to the labor market statistics from the same area. In reviewing the Utilization Report and Chart, the HR Manager and Director of Administration notes the following:

Officials and Managers: one group which were previously noted as having a statistically significant underutilization are no longer marked as such: white male. Currently, we do not have any group underrepresented.

Professionals: A minority group which has a statistically significant underutilization are Black males.

No significant underutilizations were noted in the Technicians category.

Protective Services – Sworn: No minority groups currently have a significant underutilization rate while it was previously noted that black males were underrepresented. Currently white males have a statistically significant underutilization rate in this job category.

Protective Services: Non-Sworn category - No significant underutilizations were noted

Administrative Support: No minority groups currently have a significant underutilization White males continue to be underrepresented but we have seen progresses from 15% to 11%.

No significant underutilizations were noted in the Skilled Craft category.

Service Maintenance category. St Clair County notes that the minority groups with statistically significant underutilization for female employees are White and African American. These were the identified underutilized areas in our previous report as well.

We will continue to strive to attract female applicants into our Service Maintenance jobs as well as African American males into our protective services – sworn.



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