

EEO Utilization Report

Organization Information

Name: Williams County

City: Williston

State: ND

Zip: 58801

Type: County/Municipal Law Enforcement

Step 1: Introductory Information

Policy Statement:

Williams County is an equal opportunity employment organization and does not tolerate discrimination against persons on the basis of race, color, religion, sex, sexual orientation or preference, national origin, age, the presence of any mental or physical disability, status with regard to marriage or public assistance, or participation in lawful activity off the employer's premises during nonworking hours which is not in direct conflict with the essential business-related interests of the County or other characteristic protected by Federal or North Dakota state law.

Step 4b: Narrative of Interpretation

In reviewing the Utilization Analysis Chart (comparing the Countys workforce to the relevant labor market), the Human Resources Department for Williams County made the following observations:

Due to the small numbers in many of the job categories, including Officials/Administrators (24), Technicians (15), Protective Services: Sworn-Officials (13), Protective Services: Sworn-Patrol Officers (27), Skilled Craft (29), and Service/Maintenance (11), it is difficult to interpret the level of underutilization as significant in relation to the comparative community labor market. There are, however, significant underutilizations that are noteworthy to address:

White males were significantly underrepresented in the following job categories: Professionals (-14%) and Administrative Support (-30%).

White females were significantly underrepresented in the following job category: Protective Services: Non-sworn (-17%).

Step 5: Objectives and Steps

1. Expand Equal Opportunity Communication

- a. We will continue to advertise all of our available job postings with the clear language that we are an Equal Opportunity Employer.
- b. We will add Equal Opportunity language to the landing page for our open positions.
- c. We will emphasize Equal Opportunity language on all web-based promotions including social media platforms.

2. Encourage Underutilized Groups to Apply for Vacancies in Underrepresented Job Categories

- a. We will continue to review job descriptions periodically to revise qualifications, if appropriate, to encourage a broader number of eligible applicants.
- b. We will include, when possible, representatives from underutilized groups in marketing for positions.
- c. We will increase the use of social media resources to communicate with the public about vacancies of underutilized positions.
- d. We will analyze the current recruitment and selection process to determine if any steps may have a significant impact on screening out underutilized groups and based on result, will consider modifying the candidate selection process.

Step 6: Internal Dissemination

1. Post a copy of the EEOP Utilization Report on the internal intranet website, making the report available to all Williams County employees.
2. A copy of the report will be available for viewing in the Williams County Human Resources Office.

Step 7: External Dissemination

1. Post a copy of the EEO Utilization Report on the Williams County public website, making the report available to the general public, applicants, and all Williams County employees.
2. A copy of the report will be available for viewing in the Williams County Human Resources Office

Utilization Analysis Chart
Relevant Labor Market: Williams County, North Dakota

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 #/%	17/71%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/29%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	990/71%	0/0%	0/0%	4/0%	0/0%	0/0%	0/0%	0/0%	380/27%	0/0%	0/0%	20/1%	0/0%	0/0%	0/0%	4/0%
Utilization #/%	0%	0%	0%	-0%	0%	0%	0%	0%	2%	0%	0%	-1%	0%	0%	0%	-0%
Professionals																
Workforce #/%	10/19%	2/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	35/66%	1/2%	3/6%	1/2%	0/0%	1/2%	0/0%	0/0%
CLS #/%	505/33%	0/0%	0/0%	4/0%	15/1%	0/0%	4/0%	0/0%	970/62%	40/3%	0/0%	10/1%	0/0%	0/0%	4/0%	0/0%
Utilization #/%	-14%	4%	0%	-0%	-1%	0%	-0%	0%	4%	-1%	6%	1%	0%	2%	-0%	0%
Technicians																
Workforce #/%	9/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	60/19%	0/0%	0/0%	4/1%	0/0%	0/0%	0/0%	0/0%	245/76%	0/0%	0/0%	0/0%	0/0%	0/0%	15/5%	0/0%
Utilization #/%	41%	0%	0%	-1%	0%	0%	0%	0%	-36%	0%	0%	0%	0%	0%	-5%	0%
Protective Services: Sworn-Officials																
Workforce #/%	12/92%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	85/63%	0/0%	0/0%	10/7%	0/0%	0/0%	15/11%	0/0%	20/15%	0/0%	0/0%	4/3%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	29%	0%	0%	-7%	0%	0%	-11%	0%	-7%	0%	0%	-3%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	23/85%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/11%	0/0%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	505/54%	0/0%	0/0%	55/6%	0/0%	0/0%	0/0%	0/0%	315/34%	10/1%	0/0%	4/0%	0/0%	0/0%	45/5%	0/0%
Utilization #/%	31%	0%	0%	-6%	0%	0%	0%	0%	-23%	-1%	0%	3%	0%	0%	-5%	0%
Protective Services: Non-sworn																
Workforce #/%	15/41%	2/5%	3/8%	0/0%	0/0%	0/0%	0/0%	0/0%	16/43%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	10/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	15/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	1%	5%	8%	0%	0%	0%	0%	0%	-17%	3%	0%	0%	0%	0%	0%	0%
Administrative Support																

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 #/%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	64/86%	3/4%	3/4%	2/3%	1/1%	0/0%	0/0%	0/0%
CLS #/%	910/31%	0/0%	0/0%	40/1%	10/0%	0/0%	15/1%	0/0%	1,695/58%	100/3%	10/0%	40/1%	0/0%	0/0%	120/4%	4/0%
Utilization #/%	-30%	0%	0%	-1%	-0%	0%	-1%	0%	29%	1%	4%	1%	1%	0%	-4%	-0%
Skilled Craft																
Workforce #/%	26/90%	0/0%	0/0%	3/10%	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 #/%	2,330/94%	35/1%	0/0%	65/3%	0/0%	0/0%	0/0%	0/0%	60/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-4%	-1%	0%	8%	0%	0%	0%	0%	-2%	0%	0%	0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	4/36%	1/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/45%	0/0%	0/0%	1/9%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,925/53%	0/0%	10/0%	125/3%	0/0%	0/0%	40/1%	20/1%	1,350/37%	10/0%	0/0%	80/2%	55/2%	0/0%	25/1%	0/0%
Utilization #/%	-17%	9%	-0%	-3%	0%	0%	-1%	-1%	8%	-0%	0%	7%	-2%	0%	-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: 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
Chief Deputy Sheriff																
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%
Lieutenant																
Workforce #/%	1/50%	0/0%	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%	0/0%
Sergeant																
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%
Corporal																
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%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	23/85%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/11%	0/0%	0/0%	1/4%	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.

Certified As Final By: Cassie Holien

HR Analyst

05-17-2021

[signature]

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