

## **Equal Employment Opportunity Plan**

### **Policy Statement**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions of the County of Fulton will be based on merit, qualifications, and abilities. The County of Fulton does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

### **Responsibilities:**

The CFO/HR Director is designated as the Equal Employment Opportunity Officer. Supervisors are expected to comply with EEO policies and employees are expected to conduct themselves in a manner consistent with EEO policies.

### **EEO Questions and Concerns:**

Any individual that has questions about employment discrimination within the County government is encouraged to bring the question or concern to the attention of the CFO/HR Director. Any employee found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

### **Complaint Procedure:**

Any individual who feels that the County government has engaged in employment discrimination should contact the CFO/HR Director to schedule a confidential meeting to discuss their concerns. Individuals are encouraged to file their complaint as soon as possible after the alleged event so that an investigation can begin as soon as possible. Every effort will be made to conduct an investigation as quickly as possible, usually between 15 and 30 days after the notice of the complaint.

### **Retaliation:**

The County of Fulton prohibits any form of retaliation against any individual who files a bona fide complaint of discrimination. Any individual who feels that he/she has been retaliated against by the County government for filing a claim of employment discrimination should contact the CFO/HR Director.

### **Narrative Interpretation**

In accordance with the Safe Streets Act of 1968, as amended, an employer with 50 or more employees which receives grants in excess of \$25,000 and which has a service population with a minority representation of three percent or more, is required to formulate, implement and maintain an equal employment opportunity program relating to employment practices affecting minority persons and women. Where an employer has a service population with a minority representation of less than three percent, then an employer is required to formulate, implement, and maintain an equal employment opportunity program relating to employment practices affecting women.

U.S Census Bureau EEO Residence Data for Fulton County reflects 97.9% of the labor force is White, Not Hispanic or Latino, one race, which reflects a minority labor force of 2.10%, which is less than the three percent threshold of reporting.

**UTILIZATION ANALYSIS CHART**  
**RELEVANT LABOR MARKET: FULTON COUNTY, PA**

JOB CATEGORIES	TOTAL	MALE	FEMALE
<b>Officials/Administrators</b>	15	7	8
		46.7	53.3
Civilian Labor Force %		64.2	35.8
Utilization %		(17.5)	17.5
<b>Professionals</b>	17	5	12
	%	29.4	70.6
Civilian Labor Force %		36.6	63.4
Utilization %		(7.2)	7.2
<b>Technicians</b>	8	4	4
	%	50.0	50.0
Civilian Labor Force %		17.1	82.9
Utilization %		32.9	(32.9)
<b>Protective Svcs: Sworn</b>	7	5	2
	%	71.4	28.6
Civilian Labor Force %		79.3	20.7
Utilization %		(7.9)	7.9
<b>Protective Svcs: Non-sworn</b>	3	3	0
	%	100.0	0.0
Civilian Labor Force %		100.0	0.0
Utilization %		0	0
<b>Admin Support</b>	32	0	32
	%	0.0	100.0
Civilian Labor Force %		28.3	71.7
Utilization %		(28.3)	28.3
<b>Skilled Craft</b>	0	0	0
	%		
Civilian Labor Force %		94.8	5.2
Utilization %		n/a	n/a
<b>Service/Maintenance</b>	2		2
	%	0.0	100.0
Civilian Labor Force %		59.4	40.6
Utilization %		(59.4)	59.4

The above analysis shows that the employer has demonstrated that there is equal opportunity for women, with 71.4% of the employees being women. All employer categories exceeded benchmarks for women with the exception of the Technicians category: however in this category the employer employed equal percentages of men and women. The statistical utilization of this category is not relevant in relation to the community labor market given the small number of employees in the job category. The Technician category includes technical knowledge that can be obtained through specialized post-secondary school education or through equivalent on-the-job training. This category would not include specialized and theoretical knowledge acquired through college as these employees are listed under the professional category.

**Objectives and Steps**

In keeping with the County of Fulton's commitment to having a workforce that reflects the community it serves, the County of Fulton will continue to examine recruitment, promotional, training, and retention practices to ensure all individuals of our applicant pool receive equal opportunity to secure employment. Human Resources will continue to review all job requirements, selection, and hiring procedures to ensure no unnecessary barriers exist that would deny anyone equal opportunity with the County of Fulton.

**Internal Dissemination**

The employer will post a copy of the EEOP on its electronic bulletin board which employees have access to.

**External Dissemination**

The employer will post a copy of the EEOP on its public website as a PDF file that any user may access and download.

I have reviewed the foregoing EEOP Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Douglas J. Tengler  
Signature

HR Director  
Title

9/7/16  
Date