

# EEO Utilization Report

## Organization Information

Name: Hendry County Board Of County Commissioners

City: LaBelle

State: FL

Zip: 33935

Type: County/Municipal Government (not law enforcement)

## **Step 1: Introductory Information**

### **Policy Statement:**

Hendry County Board of County Commissioners

Title VI and Nondiscrimination Policy and Plan

Policy Statement: Hendry County values diversity and welcomes input from all interest parties, regardless of cultural identity, background or income level. Moreover, the County believes that the best public policy and governmental services result from careful consideration of the needs of all its communities and when those communities are involved in the public policy and governmental services decision-making process. Thus, the County does not tolerate discrimination in any of its programs, services or activities. Pursuant to Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992 and related laws and regulations, the County will not exclude from participation in, deny the benefits of, or subject to discrimination or retaliation anyone on the grounds of race, color, national origin, sex, age, disability, religion, income or family status.

#### **Complaint Procedures**

The County has established a discrimination/retaliation complaint procedure and will take prompt and reasonable action to investigate and eliminate discrimination or retaliation based upon race, color, national origin, sex, age, disability, religion, income or family status in any of the County's programs, services or activities many file a complaint with the County Title VI/Nondiscrimination Coordinator:

See Attachment

Following File has been uploaded:Title VI Policy and Plan 12.13.16.pdf

## Step 4b: Narrative of Interpretation

### Step 4b: Narrative Underutilization Analysis

The Protective Services Sworn job category includes the VOLUNTEER part time firefighters under the Board of County Commissioners in Hendry County. The Utilization Charts indicates an underutilization in the employment of Black males (-10%) in this category. Hendry County BOCC employs VOLUNTEER part time fire fighters (paid per fire call) from the communities of Montura, Pioneer, and Felda. US Census demographics indicate that 2.1% of the population of Montura (3,283) are Black, either male or female; 1.1% of the population of Felda (1,075) are Black; and 2.1% of the population in Pioneer (728) are Black. These are isolated communities in unincorporated Hendry County, 15 or more miles from incorporated Cities.

The Professional category includes probation officers, code enforcement officers, paramedics, road project managers, extension agents, GIS and IT coordinators. In this category there is an underutilization of Hispanic/Latino females (-15%). Hendry County Human Resources team will examine employment data to identify any issue that may pose barriers for the employment of Hispanic/Latino females in the professional job category. Looking to the future, the high school Business Administration Academy and Computer Science Academy will be the options for students interested in computers, Microsoft Office and digital design. For the college bound professionals, the Accelerated Completion Academy, Advanced Placement Academy, Avid Academy, Dual Enrollment Academy and Honors Academy will help students focus on academic careers.

See Attached

Following File has been uploaded:Step 4b Narrative.docx

Following File has been uploaded:EEOP 5-01-17.xlsx

## Step 5: Objectives and Steps

### 1. Our organization will increase recruitment and outreach activities in the underutilized categories .

- a. Our organization will designate the Human Resources team to serve as liaison to educational institutions and technical training centers to provide information about equal employment opportunities in our underutilized categories and attend career days and open house events for the high school "Academy" program.
- b. To ensure equal employment and promotional opportunities for all applicants, our organization will review our recruitment, outreach, and retention practices, interview and selection processes, and background checks and testing to identify possible or perceived barriers in the underutilized categories to ensure there are no adverse impacts for all applicants.

### 2. Our Organization will provide equal employment opportunities to all applicants including promotional opportunities within our organization.

- a. To ensure equal employment opportunities when our organization fills vacancies that become available in the Technicians job category, which includes our Emergency Medical Technicians, Bridge Technicians, and Airport coordinators, particular attention to the underutilization of Hispanic/Latino Females and Black/African American Females in this category. Our organization will designate a member of the Human Resources team to serve as liaison and outreach coordinator to educational institutions and training centers to provide information about equal employment opportunities in the Technicians job category, and attend career days and open house events for the high school "Academy" program.
- b. To ensure equal employment opportunities for Hispanic/Latino Females when our organization fills vacancies that become available in the Professionals job category, our organization will designate a member of the Human Resources team to serve as liaison and outreach coordinator to educational institutions and training centers to provide information about equal employment opportunities in the Professionals job category, which include our Paramedics, code enforcement officers, probation officers, and extension agents. Job fairs and Career Days at the local high schools and Florida Southwestern State College are well attended so appropriate county departments will be represented at the career days and open house events for the high school "Academy" program.
- c. Our organization will designate the Human Resources team to serve as liaison and outreach coordinator to educational institutions and technical organizations, our website [www.hendryfla.net](http://www.hendryfla.net) and through social media for open positions under the Hendry County Board of County Commissioners.

## **Step 6: Internal Dissemination**

### Internal Dissemination

Hendry County Board of County Commissioners (BOCC) will post the EEO Utilization Report on the recipient's intranet, an in-house communication service that only employees can access;

Place a copy of the EEO Utilization Report in the Recipient's policies and procedures manual;

Post information on bulletin boards in employee break areas about how to obtain a copy of the EEO Utilization Report;

Distribute a copy of the EEO Utilization Report to all recipient's supervisors, department heads, and elected officials; and send electronic and hard copy memoranda to every employee stating that a copy of the EEO Utilization Report is available upon request in the recipient's Human Resources Office.

## **Step 7: External Dissemination**

### External Dissemination

Hendry County Board of County Commissioners (BOCC) will notify applicants, vendors, and contractors in writing and that the recipient has developed an EEO Utilization Report and that it is available on request for review;

Post a copy of the EEO Utilization Report on the recipient's public website [www.hendryfla.net](http://www.hendryfla.net) ; and make copies of the EEO Utilization Report available in Hendry County Human Resources Department and the reading rooms of local public libraries - Barron Library in LaBelle, the Clewiston Public Library in Clewiston, and the Florida B. Thomas Community Library in Harlem; require that all contractors with the county provide No Discrimination certification that they may not discriminate against any employee employed under their contractual agreement, or against any any applicant for employment because of race, color, religion, gender, national origin, age, handicap or martial status. The Contractor is also required to insert a similar provision in all of its subcontracts for services under their agreement.

All advertisements and letter head contains the language "Hendry County is an equal opportunity provider and employer".

**Utilization Analysis Chart**  
**Relevant Labor Market: Hendry County, Florida**

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 #/%	11/58%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/26%	1/5%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	435/42%	185/18%	20/2%	0/0%	45/4%	0/0%	0/0%	0/0%	175/17%	145/14%	40/4%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	16%	-12%	-2%	0%	-4%	0%	0%	0%	10%	-9%	1%	0%	0%	0%	0%	0%
<b>Professionals</b>																
Workforce #/%	12/36%	2/6%	4/12%	0/0%	0/0%	0/0%	0/0%	0/0%	11/33%	2/6%	1/3%	0/0%	1/3%	0/0%	0/0%	0/0%
CLS #/%	185/18%	65/6%	0/0%	0/0%	10/1%	0/0%	0/0%	0/0%	490/47%	215/21%	65/6%	0/0%	15/1%	0/0%	0/0%	0/0%
Utilization #/%	19%	-0%	12%	0%	-1%	0%	0%	0%	-14%	-15%	-3%	0%	2%	0%	0%	0%
<b>Technicians</b>																
Workforce #/%	21/62%	3/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	8/24%	2/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	140/36%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	85/22%	80/21%	85/22%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	26%	9%	0%	0%	0%	0%	0%	0%	2%	-15%	-22%	0%	0%	0%	0%	0%
<b>Protective Services: Sworn</b>																
Workforce #/%	30/62%	5/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	11/23%	0/0%	1/2%	1/2%	0/0%	0/0%	0/0%	0/0%
CLS #/%	175/44%	15/4%	40/10%	0/0%	0/0%	0/0%	0/0%	0/0%	140/35%	10/2%	20/5%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	19%	7%	-10%	0%	0%	0%	0%	0%	-12%	-2%	-3%	2%	0%	0%	0%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	20/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Administrative Support</b>																
Workforce #/%	1/4%	0/0%	3/12%	0/0%	0/0%	0/0%	0/0%	0/0%	11/46%	6/25%	3/12%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	475/15%	305/9%	60/2%	0/0%	15/0%	0/0%	0/0%	0/0%	1,265/39%	835/26%	275/8%	10/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-10%	-9%	11%	0%	-0%	0%	0%	0%	7%	-1%	4%	-0%	0%	0%	0%	0%
<b>Skilled Craft</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 #/%	19/76%	4/16%	2/8%	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 #/%	650/57%	400/35%	65/6%	10/1%	0/0%	0/0%	0/0%	0/0%	10/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	19%	-19%	2%	-1%	0%	0%	0%	0%	-1%	0%	0%	0%	0%	0%	0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	10/38%	6/23%	6/23%	0/0%	0/0%	0/0%	0/0%	0/0%	4/15%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,065/14 %	3,935/53 %	230/3%	0/0%	10/0%	0/0%	0/0%	0/0%	700/10%	895/12%	420/6%	0/0%	0/0%	0/0%	65/1%	45/1%
Utilization #/%	24%	-30%	20%	0%	-0%	0%	0%	0%	6%	-12%	-6%	0%	0%	0%	-1%	-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
<b>Professionals</b>										✓						
<b>Technicians</b>										✓	✓					
<b>Protective Services: Sworn</b>			✓													

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: Audelia Bustamante

HR Director, Title VI Coordinator

05-18-2017

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